

# TOOLKIT FPIC



KERJASAMA ANTARA



**sinarmas**  
agribusiness and food



SINAR MAS AGRIBUSINESS AND FOOD & PT SEKAWAN SINERGI LINGKUNGAN

# TOOLKIT

## Technical Guide

### FREE PRIOR AND INFORMED CONSENT (FPIC)

(Consent on the basis of prior information without coercion)

COOPERATION BETWEEN  
**SINAR MAS AGRIBUSINESS AND FOOD**  
and  
**PT SEKAWAN SINERGI LINGKUNGAN**



2023

**TECHNICAL GUIDANCE TOOLKIT**  
**FREE PRIOR AND INFORMED CONSENT (FPIC)**  
(Consent on the basis of prior information without coercion)

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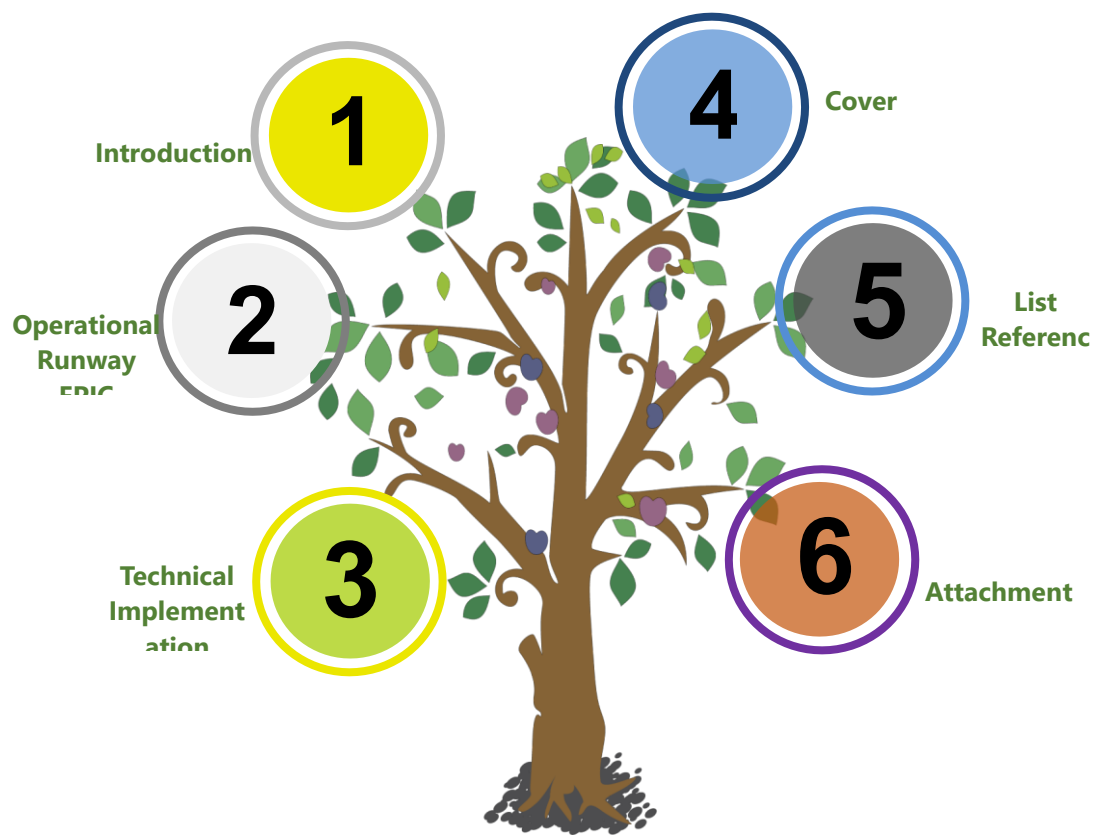
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2023

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## Outline Toolkit FPIC



# FOREWORD

**P**alm oil companies have a commitment to handling problems that occur with surrounding communities. Problems related to social, economic, cultural problems and even related to the issue of customary rights, land/agrarian where palm oil plantation companies are present and operate. For this reason, it is appropriate for palm oil plantation companies to initiate the preparation of a toolkit or technical guidelines for the implementation of *Free, Prior, and Informed Consent* (FPIC) or commonly referred to as Consent on the Basis of Prior Informed Consent Without Coercion (PADIATAPA).

To support the improvement of the abilities and skills of human capital (workers/employees), we from the consulting institution PT Sekawan Sinergi Lingkungan (PT S2Link) intend to compile a toolkit or FPIC guide that is easy to understand, understand, and easy to implement at the location of the company's management unit (palm oil plantation). The team that compiled this toolkit already has various experiences in the implementation of FPIC in various palm oil plantation companies.

Thank you to the PT SMART Tbk team and all supporting parties so that this FPIC guidebook or toolkit can be completed. This toolkit book was compiled thanks to the collaboration between PT Sekawan Sinergi Lingkungan (PT S2Link) and GAR - PT SMART Tbk. Hopefully this toolkit book can provide inspiration and contribute to the development of FPIC implementation processes and procedures in the future.

Greetings Lestari,



**PT Sekawan Sinergi Lingkungan**

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# INTRODUCTION

## 1.1. Why do FPIC?

The presence and operation of palm oil plantation companies is inseparable from problems involving land/land, environmental, socio-economic and cultural issues. These various problems began to occur since the disclosure of information in the name of reform and democracy in 1997/1998, such as the issue of land tenure rights disputes, land claims began to emerge with current issues, namely "*agrarian*" issues or problems. This agrarian problem almost occurs everywhere and even this agrarian problem can be a source of conflict, both horizontal conflicts between residents or between villages to vertical conflicts between residents and companies.

Therefore, to deal with these problems, companies need to put the principles of Human Rights (HAM) as instruments used in various palm oil plantation development programs that are environmentally sustainable, economic, and social. One of these instruments is *Free, Prior, and Informed Consent* (FPIC) or commonly referred to as Consent on the Basis of Prior Information Without Coercion (PADIATAPA). FPIC or PADIATAPA is one of the mechanisms developed in an effort to strengthen the rights of indigenous and/or local peoples to natural resources, which includes respect, protection, fulfillment, and enforcement of indigenous peoples' rights to their natural resources in every action taken by external parties against indigenous peoples.

FPIC is important to be carried out as a form of respect for humanity, preventing conflicts, encouraging the use and development of mechanisms in the decision-making process with a community, and developing a rational decision-making process based on clear information and not due to fraud or even coercion.

## 1.2. FPIC: Basic Definition of FPIC

The FPIC principle is a principle that affirms the right of the community to determine and participate in the development that occurs in their area. In other words, FPIC is the right of the community to decide what kind of development activities are allowed to take place on their customary lands. It also means that if outsiders want to access indigenous peoples' territories then they must explain what they will do, negotiate with the interests of indigenous peoples, and know that indigenous peoples can agree or reject their plans as outsiders. Therefore, each component of FPIC is equally important:

**Free** or "**Free**" i.e. decisions should be reached through mutually respectful processes without violence, pressure, bluffing, threats and bribery. There should be no engineering of the results of the negotiations. There should be no results that are artificial or deceptive.

**Prior** or "**Antecedence**" i.e. negotiations should be carried out before the financiers and/or companies decide on the plan to be carried out. That means negotiations must be carried out with the community before there is any company operation and before *the surveyor* or appraiser comes to measure and look around the lands of the indigenous people or the customary rights of the local indigenous people.

**Informed** or "**Informed**" i.e. parties or outsiders must provide all the information they have to the public, related to the planned activities, in forms and languages that can be understood by the public. That means giving the community time to read, assess and talk about this information. That means it takes time to gather all the relevant information, with the participation of *stakeholders* if they want, so that people know what the implications of the proposed activity plan are.

**Consent** in the context of FPIC implies "**decision**". Any decision or agreement reached must be made through an open and gradual process that respects customary law and the authority embraced by them. That means putting an end to the pattern of various decision-making by a "**community figure**" who is forced to decide without reference to the aspirations of community members.

Thus, the overall objective is (i) to identify villages that are entitled to FPIC, (ii) to obtain a clear statement of the community's wishes whether in the form of approval or rejection of the management of their area by the company, (iii) to develop a proposal for the results of the agreement with the community.

### 1.3. FPIC in the Context of Palm Oil Plantation Company

In the context of palm oil plantation companies, FPIC is intended to assist Management Units (MUs) at palm oil plantation companies to recognize social issues, social risks, and social impacts that they must face, as well as provide MU options that are appropriate to the dynamics and development situation in the community, mitigate negative social impacts on the surrounding community, and the area where the business unit operates, including preparing a Social Management Plan (RKS) and a Social Monitoring Plan (RPS). Then in the context of FPIC, FPIC is required to be able to fulfill and enforce the rights of indigenous peoples and/or local communities, respect and protect the traditions and customs of indigenous and/or local peoples in the use of their potentials and assets, and ensure that the company's operations provide direct benefits to indigenous peoples and/or local communities around palm oil plantation companies.

Some FPIC activities are inseparable from the company's processes or management, including those familiar with the FPIC process are related to the assessment of *High Conservation Value – integrated High Carbon Stock, Social and Environmental Impact Assessment* (SEIA), studies or studies on land tenure and use (*Land Tenure and Use Study-LTUS*), and other studies that have relevance to the relationship between companies and the fulfillment of the customary rights of local indigenous peoples. If applied correctly then:

- FPIC can end all disregard for Indigenous peoples' rights.
- FPIC can also balance the relationship between the community and outside parties.
- FPIC encourages respect for Indigenous Peoples' rights to their territories and what they want to do within their customary territories.

The *Rountable on Sustainable Palm Oil* (RSPO) certification scheme also requires respect for the rights of indigenous peoples and local peoples to give or not give consent to activities planned on their lands under the FPIC<sup>1</sup> for the following reasons:

- FPIC is the right of indigenous peoples that has been outlined in international law.
- FPIC is widely accepted in the context of the world's best practice standards.
- FPIC grants a kind of 'social license to operate' to project initiators.
- FPIC ensures that project initiators respect the broader community's rights to land and resources, and to self-elect their representatives.
- By obtaining FPIC, the project initiator will not be accused of 'land grabbing'.
- FPIC ensures good relationships with local communities, which is important for the establishment of partnership relationships with farmers and problem-free working relationships.
- FPIC generates an agreement that is agreed upon and binding on the project initiator and the community.
- FPIC helps project initiators not to get involved in land conflicts.
- FPIC helps project initiators avoid being involved in costly litigation processes, the cessation of project initiators' activities, or the loss of project initiators' access to plantations due to land disputes.

<sup>1</sup> FPIC Technical Guidance for RSPO Members in the Development of New Areas of Oil Palm Plantations in Indonesia, National Interpretation Task Force on the 2018 RSPO FPIC Guidelines.

# OPERATIONAL

## FOUNDATION OF FPIC

### 2.1. Legal Basis for FPIC Implementation

The references and guidelines used as references in conducting the FPIC study are as follows:

- a. *Free, Prior and Informed Consent Guide For RSPO Members, RSPO Human Rights Working Group 2015. Endorsed by the RSPO Board of Governors meeting on 20 November 2015 in Kuala Lumpur.*
- b. This approach is based on the FPIC guidelines for RSPO members of January 2018 and the HCV - HCSA Assessment Manual of 29 September 2017.
- c. UN Declaration on the Rights of Indigenous Peoples, relating to FPIC (article 32), Lands and Territories (articles 20 and 26), Immovable and the right to restitution and correction/compensation (article 10, article 28), Representation (article 18, article 19), Customary consent (article 3, article 4, article 5, article 33, and article 34).
- d. PADIATAPA in National Law
  - Circular Letter of the Minister of Forestry of the Republic of Indonesia Number: SE.1/Menhut-II/2013 dated May 16, 2013 concerning the Decision of the Constitutional Court Number 35/PUU-X/2012.
    - Article 1 number 6 "*Customary forests are forests that are within the territory of customary forest communities*".
    - Article 4 paragraph 3 "*the control of forests by the state continues to pay attention to the rights of customary law communities, as long as they are still alive and in accordance with the development of the community and the principles of the Unitary State of the Republic of Indonesia as regulated in the law*", and
    - Article 5 paragraph 3 "*The government determines the status of forests as referred to in paragraph (1) and customary forests are determined as long as according to the fact that the customary law community concerned still exists and their existence is recognized*"
  - Passage 18B (2) Amendment II of the Constitution 45. The State recognizes and respects the unity of customary law communities and their traditional rights as long as they are alive and in accordance with the development of society and the principles of the Unitary State of the Republic of Indonesia, as regulated in law. Article 28 I (3)

Amendment II of the Constitution 45. Cultural identity and traditional people's rights are respected in harmony with the development of the times and civilization.

- Tap MPR NO. IX of 2001 concerning Agrarian Reform and Natural Resources Management: Article 4 regarding agrarian reform and natural resource management must be carried out in accordance with the principles, in Letter J it reads: "**Recognizing, respecting, and protecting the rights of indigenous peoples and the nation's cultural diversity over agrarian resources/natural resources**".
- Article 2 (4) of the UUPA. The right of control of the State upon its implementation can be delegated to independent regions and customary law communities, only necessary and not contrary to the national interest, according to the provisions of government regulations.
- Article 6 of Human Rights Law No. 39/1999: In the context of the enforcement of human rights, differences and needs in customary law communities must be considered and protected by the law, society, and the Government. The cultural identity of customary law communities, including the right to protected customary lands, is in line with the times.

## 2.2. FPIC Implementation Governance

### A. FPIC and Country

In state law, FPIC recognition is essential because:

- FPIC requires that there be a community (adat) with collective rights.
- FPIC is based on the basic assumption that there are state rights *and* there are indigenous peoples' rights.
- FPIC is a tool to open up space for the meeting point of the State and the Community (adat).
- FPIC upholds the rights of Indigenous Peoples as a socio-political unit.

Conflicts arise mainly because the right to express consent or to refuse is inhibited/deleted/not recognized and respected by other parties (the State). Meanwhile, efforts to build agreements are not accompanied by adequate capacity to understand rights, related laws and regulations, and adequate explanations of rights in detail so that the balance of power does not occur at the level of conceptual and strategic levels.

### B. FPIC in ISPO & RSPO

Socio-culturally, FPIC is one of the important processes in determining the progress (or decline) of palm oil companies in the future. Many problems of conflict in the community around plantations result from the company's lack of understanding in the initial process of clearing land for palm oil plantations, so that social conflicts based on land claims, land acquisition, claims about sacred areas belonging to the community, areas the community's

livelihood are seized by companies, such that residents are affected socially, economically and culturally. Currently, companies are expected to implement the FPIC process as a solution to social conflicts that arise in the community by prioritizing the principles of social security (*social safeguard*), togetherness, and upholding agreements without imposing their will on the community, whether the community "agrees" or "disagrees/rejects" the presence and operation of palm oil plantations in the future.

Some large companies today have also developed their own policies regarding social and environmental sustainability that include the obligation to obtain approval from potentially affected communities. Some of these policies apply not only to the company's own activities, but also to its suppliers and the broader commodity supply chain. And of course, for large companies (including palm oil companies as a supply chain), the implementation of FPIC is a must and one of the important points in fulfilling the principles and criteria of ISPO and RSPO. In the principles and criteria of RSPO 2018<sup>2</sup>, it is stated that Principle 4 respects the rights of the community and human rights and produces benefits by:

**Criterion 4.4** The use of land for palm oil does not prejudice the legal, customary or use rights of other users, except with their prior and unforced informed consent.

**Criterion 4.5** No new planting is carried out on the land of the local community without FPIC if it can be proven that there are legal, customary, or utilization rights on the land. This is done through a documented system that can be used to achieve FPIC and can be used by other stakeholders to express their opinions through their own representative bodies.

**Criterion 4.6** All negotiations for compensation for the loss of legal, customary or utilization rights are conducted through a documented system that indigenous peoples, local peoples, and other stakeholders can use to express their views through their own representative agencies.

**Criterion 4.7** If it can be proven that the local community has legal, customary, or utilization rights, then they are compensated for all land acquisitions and agreed relinquishments, subject to the FPIC and their negotiated agreement.

**Criterion 4.8** Land use rights are proven and not sued by members of the local community who are able to prove that they have legal, customary, or utilization rights.

<sup>2</sup> RSPO (Roundtable on Sustainable Palm Oil), Principles and Criteria for Sustainable Palm Oil Production, 2018. Endorsed by the RSPO Board of Governors and adopted at the 15th RSPO Annual General Meeting by RSPO Members on 15 November 2028.



# TECHNICAL

## IMPLEMENTATION FPIC

### 3.1. Preparation of FPIC Activities

#### 3.1.1. Preparation of the Work Team

FPIC activities are carried out by staff/employees of the public relations department (PR), legal team, CSR or Comdev team, or other staff/employees who have a mandate from the leadership of the palm oil company in charge of finding or acquiring land for core plantations and community plantations. Then to facilitate and accelerate the FPIC study, the company continues to involve stakeholders as facilitators. An example of an FPIC work team or an organizational chart of the FPIC committee can be seen in **Attachment 28**.

#### 3.1.2. Data and Document Preparation

The data and documents prepared to support the implementation of FPIC activities are:

1. Legality/plantation licensing documents.
2. Documents ANDAL, RKL/RPL.
3. Map of the administrative boundaries of the plantation concession area with the administrative boundaries of the local village.
4. Planting Compensation Document (GRTT) in the form of a *shp file*.
5. Documents or maps of land tenure by the community.
6. SOP documents such as:
  - SOP for the implementation of FPIC activities (if any),
  - Land Acquisition SOPs,
  - SOP handling conflicts,
  - SOP for the boundaries of the area,
  - Social governance SOPs,
  - *SOP Stakeholders Engagement Plan (SEP)*,
  - etc.
7. Land planning and acquisition for core gardens and community gardens and partnerships,
8. Minutes and minutes of socialization activities that have been carried out by palm oil plantation companies.
9. District BPS in numbers
10. BPS sub-district in numbers
11. Village Profile or RPJMDes
12. Other documents supporting the FPIC study

### 3.1.3. Preparation of Equipment and Equipment Required

Preparation of equipment must be completed before FPIC activities are carried out in the surrounding villages, including the following:

Equipment	Equipment
<ul style="list-style-type: none"> <li>▪ GPS or cellphone with Avenza Map App</li> <li>▪ Plano Paper</li> <li>▪ <i>Board marker</i> or permanent markers (blue, black, green, red, etc.)</li> <li>▪ Paper Insulation</li> <li>▪ Plastic Folder</li> <li>▪ Paper Clips</li> </ul>	<ul style="list-style-type: none"> <li>▪ Street Boards</li> <li>▪ Book</li> <li>▪ Pen/Pen</li> <li>▪ Colorful Paper (<i>sticky note</i>)</li> <li>▪ Other.....</li> </ul>

The following is a list of administrative completeness data or FPIC activity documents

#### A. FPIC Initial Socialization and Consultation

1. Assignment letter (example can be seen in **Attachment 2**)
2. Notification letter (example can be seen at **Attachment 4**)
3. Invitation letter for FPIC socialization and initial consultation activities (examples can be seen at **Attachment 5**)
4. FPIC initial socialization and consultation materials (*leaflet/booklet* or in PPT format)
5. *Time sheet* (Example can be seen in **Attachment 3**)
6. Minutes of the initial socialization and consultation FGD (examples can be seen in **Attachment 6**)
7. Attendance list for the initial socialization and consultation FGD (examples can be seen at **Attachment 7**)
8. Minutes of the initial socialization and initial consultation FGD meetings (e.g. in **Attachment 8**)
9. Documentation/photos of the initial socialization and initial consultation FGD process
10. The report on the initial socialization and consultation activities of the FPIC (an example of the report on the initial socialization and consultation activities of the FPIC can be seen at **Attachment 9**).

#### B. Identification of stakeholders

1. Minutes of stakeholder identification (examples can be seen in **Attachment 13**)
2. Attendance list of community representatives
3. Minutes of appointment of community representatives/stakeholders (examples can be seen at **Attachment 15**)
4. Activity documentation
5. Minutes of stakeholder identification meetings
6. Stakeholder identification report (example of the format of the stakeholder identification sheet can be seen at **Attachment 14**).

**C. Establishment of Working Groups**

1. Minutes of the formation of the working group (example can be seen in **Attachment 16**)
2. Attendance list for the formation of the working group
3. A decree on the formation of a working group known to the local village government (example can be seen at **Attachment 17**)
4. Documentation of working group formation activities
5. Minutes of the working group formation meeting (examples can be seen in **Attachment 18**).

**D. Participatory mapping and surveys**

1. Invitation letter for mapping activities and participatory surveys (examples can be seen at **Attachment 19**).
2. Participatory mapping and survey materials (*leaflets/booklets* or in PPT format)
3. Map of concessions and village administrative boundaries (A2 size or A3 size).
4. Minutes of participatory mapping and survey activities (examples can be seen in **Attachment 20**).
5. Attendance list for participatory mapping and survey meetings
6. Minutes of approval of *the* mapping activity plan and participatory survey with the work team
7. Minutes of appointment of community representatives for location/area observation
8. List of stakeholders (landowners/users) who are in the concession and have been identified.
9. Minutes of meetings during the process of mapping activities and participatory surveys.
10. Participatory mapping results (sketches or marking/tacking results/locations/areas or GIS scans).
11. Documentation during participatory mapping and survey activities
12. PM reports and/or participatory surveys (examples can be seen at **Attachment 21**).

**E. The Process of Providing Information from the Company**

1. Invitation letter for the information provision plan (example can be seen in **Attachment 22**).
2. **Attachment 22**.
3. Information material on the results of mapping and information on the company's plan.
4. Minutes of the meeting provide information on the results of the mapping and information on plans for palm oil plantation companies (example can be seen in **Attachment 23**).
5. Attendee list.
6. Minutes during the process of providing information (example can be seen in **Attachment 24**)
7. Documentation of information processing activities.

**F. The Negotiation Process in Society**

1. Minutes of negotiations (example can be seen at **Attachment 25**).
2. Minutes of agreement or approval (*consent*) resulting from the negotiations (examples can be seen in **Attachment 26**).
3. Minutes of the negotiation process (examples can be seen in **Attachment 27**).
4. Documentation during the negotiation process.

## 3.2. Preparation for FPIC Implementation

The initial preparation for the FPIC study was carried out by conducting initial socialization and consultation as well as the preparation process before the FPIC process stages were implemented.

### 3.2.1. FPIC Socialization & Initial Consultation

Initial socialization and consultation are usually carried out with the authority stakeholders first, namely the village government (Village Head) or customary stakeholders. This is intended to explain the purpose and objectives of the FPIC that will be carried out by the company as well as to ask for the initial approval and participation of the village government or customary institutions for the next socialization implementation plan.

The purpose of the initial FPIC socialization and consultation process is to:

- a. Open initial communication with stakeholders (village government) or with customary stakeholders (customary institutions).
- b. Explain the importance of FPIC studies before opening, building and/or developing palm oil plantations or the importance of FPIC before conducting studies or studies such as HCV-HCS studies, SEIA studies, LTUS studies and so on.
- c. Invite and appeal to stakeholders (village government, traditional or customary institutions, and community leaders) to participate in the identification of areas/land that are considered to have important value for fulfilling ecosystem/environmental services, fulfillment of basic/basic needs and cultural or customary needs of local residents.

Matters that are socialized and consulted at the beginning to stakeholders (village government) or customary institutions include:

- a. Palm oil plantation company profile,
- b. Details of the palm oil plantation company's activity plan (location map & concession boundaries), development plan, palm oil plantation company's regulations and policies,
- c. Villages and village administrative boundaries that are in/around the location permit,
- d. The type of land use or utilization by villagers,
- e. The form of interaction of villagers with palm oil plantation concession areas,
- f. Communicate or consult with the Village Head or village government representatives related to the plan to implement the FGD/discussion that will be carried out in the future such as:

- Explain the purpose and objectives of the FGD<sup>3</sup>/discussion plan about FPIC.
- Inform the planned time for the implementation of the FGD (day/date/time and location).
- Seek advice from the Village Head or village government related to the plan to implement the FGD/Discussion and ask for advice also related to who are the representatives of the villagers (stakeholders and authority stakeholders) who will be invited to the FGD event. A detailed explanation of stakeholders (stakeholders & authority stakeholders) is explained in sub chapter **3.3.1**.
- Re-confirm the time plan for the implementation of the FGD/Discussion and who will be invited to the FGD/Discussion event.

**Examples of who will be invited to the FGD according to the input/suggestion of the Village Head:**

From the results of interviews with the village head or village government, information was obtained that the livelihood of the residents were farmers/farmers, planters, river fish fishermen, miners, animal hunters, honey seekers, traditional medicine hunters, wood seekers, workers in palm oil companies, village economic actors (traders, plasma cooperatives, BUMDes).

In addition, the results of the discussion with the village head for who will be invited to the FGD event are those who work as village heads, village secretaries, village heads/staff, BPD chairmen/members, chairmen/members of LPM, hamlet heads, RW chairs, RT chairmen, female leaders (PKK chairs, posyandu cadres, village midwives), youth leaders (youth organizations), religious leaders, and traditional leaders (chairmen or members).

### 3.2.2. Preparation for FPIC Implementation

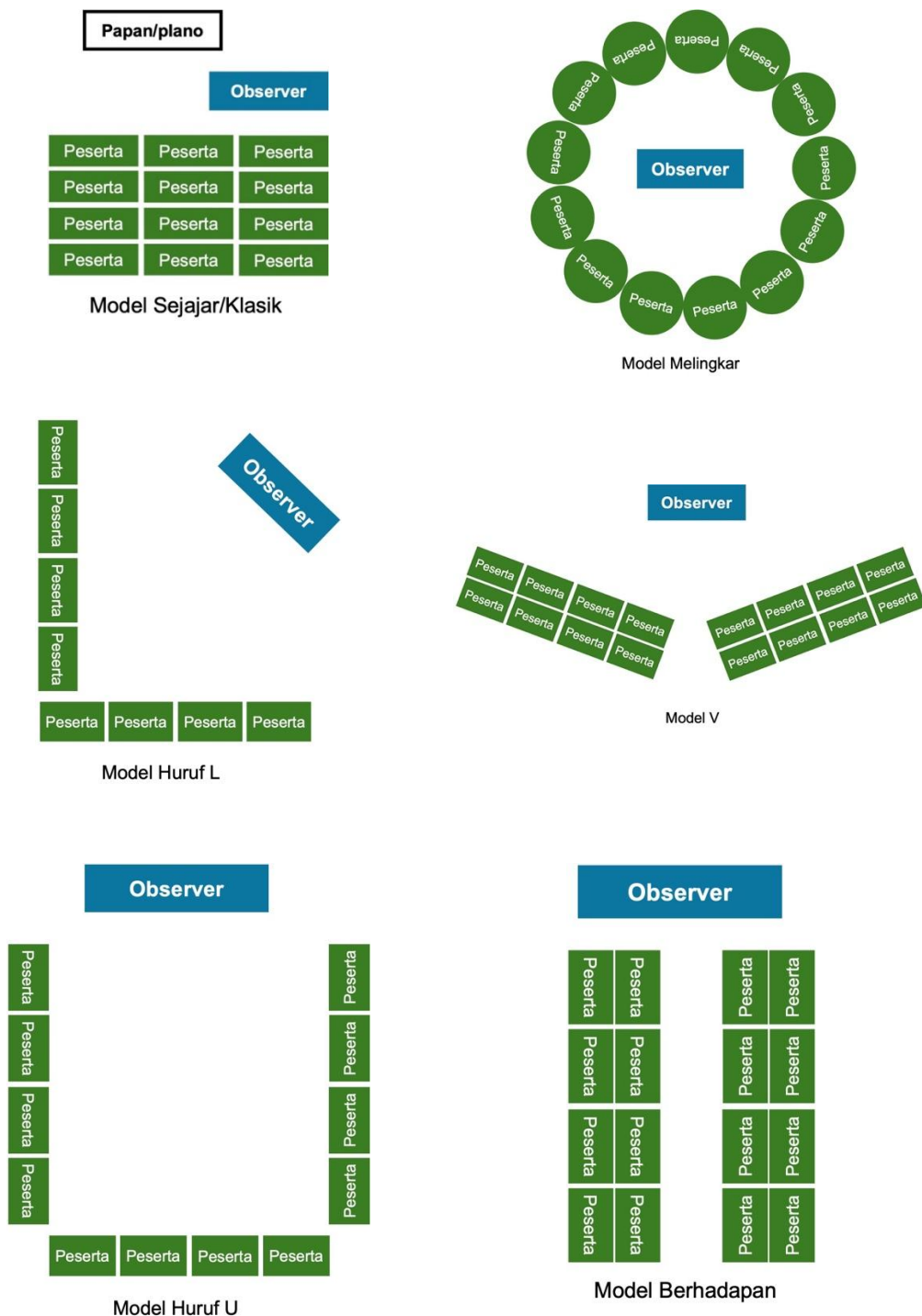
The things prepared for the FPIC implementation plan are as follows:

- a. Before the FPIC process stages are carried out, the FPIC work team/team prepares the writing of a notification letter or invitation letter for the FGD activity plan. An example of the format of a notification letter and/or invitation letter for FGD FPIC activities can be seen at **Attachment 4** and **Attachment 5**.
- b. Usually, the notification letter or invitation is sent 2-3 days before the day of the FGD or Discussion.
- c. Confirm the number of FGD participants
- d. Confirm the location or place that will be used as a venue for FGD activities and confirm the seating model of participants (parallel/classic, circular, L-shaped model, U-shaped

<sup>3</sup> According to Anita Gibbs, focus group discussion is a discussion that has the main purpose of utilizing the attitudes, feelings, reactions, and experiences of respondents when discussing a specific issue.

model, V model, and facing model). For the arrangement of participants' seats, it can be seen on **Picture 1**.

- e. Determine whether the use of *infocus* is necessary or sufficient with plano paper or whiteboard.
- f. Confirm whether to use *the sound system* if needed.
- g. Preapre equipment as in sub-chapter **3.1.3** completely.



**Picture 1.** Example of a Seating Model for FGD Participants

### 3.3. Implementation of FPIC Activities

#### 3.3.1. FPIC Phase 1 – Identification of Interested Stakeholders

In AA1000SES<sup>4</sup>, it is explained that stakeholder engagement is a process used by organizations to engage relevant stakeholders for a clear goal to achieve an agreed outcome. Today, it is also recognized as a fundamental accountability mechanism, as it requires organizations to engage stakeholders in identifying, understanding and responding to sustainability issues and concerns, as well as reporting, explaining, and responding to stakeholder decisions, actions, and performance. To involve them, it is necessary to select/identify or map interested parties (*stakeholder mapping*) first.

Identify stakeholders mapping, who are the parties related and relevant to the study, as well as representatives of these institutions. Stakeholder engagement from community groups consisting of stakeholders and authorities in the community. Usually for relevant stakeholders are individuals, groups of individuals or organizations that influence and/or may be affected by the activities, products or services of the organization and performance related to issues related to the palm oil plantation business unit. An example of the format of the identification sheet of rights stakeholders and authority stakeholders can be seen at **Attachment 14**.

#### A. Stakeholders

The stakeholders referred to in the FPIC study are **those directly affected** with the presence and operation of palm oil plantation companies. These stakeholders consist of those who acquire concession land through agriculture, rice, palm oil, rubber plantations, farmers, timber seekers, landowners, displaced cattle herders, hunting groups, tenants, leaseholders, collective owners and individual owners such as in **Picture 2**.

<sup>4</sup> AA1000 Standard, 2015



Sumber : Panduan FPIC RSPO Tahun 2015

**Picture 2.** Types of Stakeholders (Land Users) in the Community

#### Example of a Stakeholder Representative Case Study:

From the results of the interview with the Village Head, information was obtained that the livelihood of the residents of Village A is as follows:

- Farmers move around
- Farmers (dryland farmers, rice field farmers, oil palm farmers, rubber farmers)
- Hunting/concocting groups (river fish fishermen, animal hunters, traditional medicine congregants, vegetable congregants, honey seekers).
- Wood logger (logging)
- Land owners (farmers, land owners, land users/tenants)

Therefore, information related to the livelihood of residents can be used as a representative of groups that are directly affected by the presence and operation of the company. For this reason, they can become a stakeholder group that will later be invited to attend the FGD/Discussion activities. They are the stakeholders, where if there is an operation of an oil palm plantation company and they are usually the ones who are directly affected in relation to access to the use of the area or affected in relation to the location or area of obtaining sources of basic and socio-cultural needs.

## B. Acting Authority

Identification of stakeholders consists of individual representatives and representatives of institutions or organizations within society. Individual representatives can consist of representatives from indigenous peoples as well as local communities as well as representatives from social institutions in the community. In the identification of representative institutions in the village, references such as in **Picture 3**.



Sumber : Panduan FPIC RSPO Tahun 2015

**Picture 3.** Identification of Representative Institutions

The stakeholder identification process begins with determining positions/positions that have a central role in the village that are influential in the community. Then an analysis was carried out between the power of stakeholder influence and the control of access to natural resources and their influence at the village level.

#### Example of a Stakeholder Representative Case Study:

From the results of interviews with the Village Head and the source of monographic documents or profiles of Village A, information was obtained that in Village A there are several groups/institutions or institutions in Village A as authority stakeholders, such as:

- Village Government (Village Head)
- Village Leaders (Hamlet Head, RW Head, RT Head)
- Village Institution (Chairman of BPD or Chairman of LPM)
- Traditional Leadership (Traditional Chiefs/Traditional Demang)
- Women's Association (Chairman of PKK, Posyandu Cadres, Village Midwives)
- Community Organizations (Chairperson of Farmer Group/Chairman of Gapoktan)
- Village Economic Institution (Chairman of Plasma Cooperative/BUMDes)
- Youth Representative (Chairman of Karang Taruna)

For this reason, representative institutions can become a stakeholder group that will later be invited to attend FGD/Discussion activities. They are the authorities who are the authorities, where if there is an operation of an oil palm plantation company and they are the ones who usually have influence in every decision making on whether a project can be continued or not.

In addition to authorities at the village level, it is also important to know stakeholder groups at the sub-district level, district level and authorities at the provincial level. The following are the authorities from the sub-district level to stakeholders at the provincial level:

#### 1. Sub-district level

consists of Muspika (District Leadership Meeting) or Forkopimcam (District Leadership Coordination Forum) consisting of Sub-district Head, Kaolsek and Danramil.

#### 2. District Level

such as Governance at the Regional Secretary (SETDA) related to the administrative boundaries between villages around the company, the Village Community Empowerment Office (PMD) related to village administrative boundaries, the Tourism and Culture Office related to the value of socio-cultural conservation (HCV 6), the Food Security and Fisheries Service, the Plantation Service, and other Agencies/Agencies that have relevance to the study/study

### 3. Provincial Level

such as BKSDA, River Region Center (BWS), and so on

Authority stakeholders at every level are important to be interviewed and at the same time as a form of data triangulation, namely to verify each other's issues, opinions, and ideas that arise in the village community such as the emergence of the latest norms and customary rules about land use patterns, water resource utilization patterns, and forest resource utilization patterns (SDH) that apply in local communities. This process can be referred to as the process of *checking and rechecking* information, which is carried out through the enrichment of information sources.

At the end of each interview with authorities at the sub-district, district and provincial levels, it is necessary to have a list of interviewees (see **Attachment 11**) and proof of visitation (see **Attachment 12**) signed by the agency/agency and stamped.

### 3.3.2. FPIC Phase 2 - Working Group Formation

After the community agrees to take part in all stages of FPIC in phase 1, the next step is the formation of a working group. This working group follows the entire process to the end, and also as the person in charge if there is a dispute in the future. At the time of the FPIC study, it is hoped that there will be some kind of working group formation. The formation of a working group must involve representatives from every level of society and the community determines for itself who the representative is.

During the FGD/Discussion, the identification of each representative of rights stakeholders and authorities at the village level who are very influential or strongly supported by villagers is also carried out. Those appointed as representatives are generally community leaders who understand the situation and conditions of the village area and are able to cooperate with companies in terms of cooperation in CSR programs, cooperation in the management and monitoring of areas that are considered important for the fulfillment of basic needs and the fulfillment of socio-cultural needs by the community.

The names of representatives of stakeholders and authorities chosen by the community are written through a participatory process according to the input from the FGD participants as representatives who will later be included in every activity or FPIC process in the next stage. Then, make a Minutes appointing stakeholder representatives that are approved by the community and known by the village government. Example of Minutes (BA) format for Appointment of Stakeholder Representatives (*Stakeholder*) can be seen on **Attachment 15**.

In the formation of the working group, it is also possible to involve the sub-district (forkopimcam) and other related agencies or agencies in solving every problem in the village and the company.

If possible, create a kind of tupoksi and organizational chart of a working group consisting of the company, representatives of stakeholders and authorities both at the village level and at the sub-district level. Examples of the format of the task force and the organization of the working group on FPIC can be seen in **Attachment 28**.

### 3.3.3. FPIC Phase 3 - Participatory Mapping

After the formation of the working group in phase 2, the next step is the involvement of the working group in mapping community rights through *participatory mapping*. This participatory mapping aims to map community rights, resources, important lands to be protected, historical sites, ancestral heritage, and other important areas that may be affected by palm oil plantation development. In addition, participatory mapping is important to obtain village boundaries that are within the location permit (*overlapping*) or around palm oil plantation concessions, land cover conditions and knowing the type of land use or utilization by villagers by conducting participatory mapping with villagers.

The following are the technicalities of implementing participatory mapping with stakeholder representatives:

- a. Agree on a team of community representatives for participatory mapping. In addition to involving representatives of the residents' choice (according to FPIC phase 2), community representatives who are considered to understand and understand the locations to be mapped can also be involved. The following are the community representatives who can be involved in the PM in addition to the elected representatives of the citizens:

- The Whole Society
- Woman
- Youth
- Representatives of village elders
- Customary institutions
- Religious institutions
- Government Agencies (Muspika/Agencies/Agencies in the Regency)
- 3rd party observers (consultants, NGOs, etc.)
- Local communities around the area to be mapped.
- Minority groups (migrants, landless farmers, etc.)

- b. Hold meetings with communities to agree on which key values in the landscape need to be mapped and agree on symbols (legends) chosen by the community, such as participatory mapping related to:

NKT 5 (High conservation value related to the fulfillment of basic needs)	NKT 6 (High conservation value related to cultural fulfillment)	Other
<ul style="list-style-type: none"> <li>▪ Location of hunting and snare land (hunting zone)</li> <li>▪ Areas to look for fish</li> <li>▪ Non-Timber Forest Products (medicines, rattan, fruits, vegetables)</li> <li>▪ Fuel</li> <li>▪ Building Materials</li> <li>▪ Animal Feed/Seasonal Grazing</li> <li>▪ Water sources that are important for drinking and sanitation (rivers, springs, reservoirs, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sacred areas (customary lands/customary forests, sacred tombs, tembawang/kemawang, places of traditional ceremonies, etc.).</li> <li>▪ Cemeteries and temples</li> </ul>	<ul style="list-style-type: none"> <li>▪ Village administrative boundaries</li> <li>▪ Land owned by residents/individuals/individuals in/around the concession, including the subject of rights, objects of rights, and types of rights.</li> <li>▪ Collective land/land boundaries (family-owned, village or customary)</li> <li>▪ Location of conflict land (land-based conflict)</li> <li>▪ Cultivation areas (rice fields, dryland farms, etc.).</li> <li>▪ Residential location.</li> <li>▪ Surrounding concession areas (fields, palm oil, rubber, mining, conservation areas, timber etc.).</li> </ul>

- c. If communities want to create their own maps before engaging with the work team, you must ensure that the community has the means to do so and provides a list of independent technical support resources. Or

**If possible**, you can show a sketch of a map of palm oil plantation concessions. **If this is not possible**, then put plano paper on a board.

- d. The next stage is that FGD participants are asked to indicate locations or areas within the concession area, namely locations that support the criteria in HCV 5, HCV 6, and others.
- e. Discuss the need for the appointment of community representatives as monitors in participatory studies and mapping.
- f. After completing the location designation of HCV 5, HCV 6, and others based on sketches, then continued observation and marking of the location with GPS or Avenza Map in accordance with the information and FGD carried out in point b. Or

Carry out *tracking* according to the land boundaries that have been documented based on community information and carry out *tracking* if there is a community request for land that is not complete with data, and/or there is a recognition of control by more than one party over the same land area.

- g. Verify the results of participatory mapping and tenure studies through *sharing* maps/other documents with the community and carry out consultations to finalize the results of participatory mapping and tenure studies.

- h. Validate the results of participatory mapping and tenure studies through the signing of map documents by project initiators and community representatives, accompanied by confirmation from the local government.
- i. After obtaining participatory mapping information from the concession map sketch, then *an overlay* was carried out and synchronized with the Indonesian Terrain Map (RBI) and the Geospatial Information Agency (BIG), as well as *Google Earth* with the help of *Arc Gis software* for the villages that are the location of the FPIC study.

### 3.3.4. FPIC Phase 4 - Company Notification Process

The process of providing information is a form of affirmation of the rights of the community, that they have the right to know the risks and benefits obtained if their land is cooperated with palm oil companies. For companies, providing information is part of their commitment to transparency to ensure that the public understands the risks they will face in the future by providing relevant and adequate information.

Based on Guidance 4 of the FPIC Toolkit 2015 issued by the RSPO, this information disclosure process must be done openly and documented. Some information needed/needed by the community:

1. The company's history and track record of operations, including:
  - The name of the company and its operations,
  - The company's main investor,
  - The scale of the planned plantation,
  - Head office location
  - The location of the planned plantation,
  - Organizational structure and hierarchy,
  - Licensing process
  - The company's SOP policies on FPIC, community development, community participation, SEIA studies, participatory mapping, conflict resolution, human rights, non-discrimination policies, employment, planting compensation (GRTT), etc.
2. The results of the study were from participatory mapping, SEIA studies and HCV locations (HCV 5, HCV 6), and HCS (including how community food and water security can be guaranteed) and tenure studies.
3. Potential risks that may arise and benefits from palm oil plantation development/development plans.
4. Personnel who are most likely to be involved in palm oil plantation construction and development projects (including labour that may be absorbed).
5. A study on the potential short- and long-term environmental and social impacts of the development and development of palm oil plantations.
6. Plasma garden development and development plan.
7. Information on RSPO standards, P&C, rights and responsibilities under standards,
8. Existing or planned forms of compensation and mitigation efforts
9. A mechanism in force or planned to resolve and compensate for damages resulting from a dispute. It was also informed about the grievance mechanism.
10. Job opportunities offered to the community

11. Existing or planned participatory monitoring, verification and evaluation processes
12. Options, procedures and compensation for the relocation of local communities that occur if the community has agreed.
13. Format, process and participation of subsequent negotiations

### 3.3.5. FPIC Phase 5 - Community Negotiation Process

A vital stage in FPIC is the process of discussion among the community to make conscious decisions, armed with adequate information and without coercion. The decisions taken must be free from external pressure, intimidation, coercion, manipulation and also internal pressure from the village officials themselves through deliberation.

In general, ensuring approval is a long and continuous process. Under certain circumstances, it may be that the community is unable to reach a general agreement on the proposed project or its elements. In the event that an agreement is reached, the agreement must be ratified (e.g. in front of a notary) and officially endorsed by the local government. Most people also want the agreement to be confirmed in public through ceremonies or other appropriate cultural events.

Issues that must be addressed during negotiations:

Concepts in Negotiation	Description/Explanation
<b>Land agreements and releases</b>	<ul style="list-style-type: none"> <li>▪ Boundaries (referring to the map),</li> <li>▪ Land release conditions (who, for how long, how much compensation, terms of access and use),</li> <li>▪ Agreements with rights holders in the vicinity</li> </ul>
<b>Benefit-sharing transfer</b>	<ul style="list-style-type: none"> <li>▪ What are the benefits for,</li> <li>▪ From and for whom the schedule,</li> <li>▪ Requirements to be able to enjoy benefits....</li> </ul>
<b>Indemnification</b>	<ul style="list-style-type: none"> <li>▪ What compensation is for (e.g. forests, land and agricultural products,</li> <li>▪ To whom (community, family, individual),</li> <li>▪ Mechanism and monitoring of compensation, schedule (when and how much),</li> <li>▪ The people receiving compensation</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>▪ Social and environmental mitigation measures</li> <li>▪ Schedule</li> <li>▪ Stakeholders involved</li> <li>▪ Responsibility</li> </ul>
<b>Protection</b>	<ul style="list-style-type: none"> <li>▪ Legal and paralegal support</li> <li>▪ Judicial mechanism</li> <li>▪ Third-party facilitation</li> <li>▪ People who are contacts for protection</li> </ul>
<b>Financial and legal arrangements</b>	<ul style="list-style-type: none"> <li>▪ For land deals and releases</li> <li>▪ Benefit-sharing transfer</li> <li>▪ Indemnification</li> <li>▪ Third-party support</li> <li>▪ Legal support</li> <li>▪ Scheme of outside supplier of fruits/plasma farmers,</li> <li>▪ Agreement and finalization of the map</li> </ul>

Concepts in Negotiation	Description/Explanation
	<ul style="list-style-type: none"> <li>Government support</li> </ul>
<b>Switch information sharing</b>	<ul style="list-style-type: none"> <li>Who keeps the documents</li> <li>Means of accessing information</li> <li>Non-disclosure agreement</li> <li>Transparency</li> <li>Anonymity</li> </ul>
<b>Divestitures</b>	<ul style="list-style-type: none"> <li>Information transfer agreement</li> <li>Consultation</li> <li>Legal and financial consequences</li> <li>Divestment requirements</li> </ul>
<b>Dispute resolution</b>	<ul style="list-style-type: none"> <li>Current SOPs that are planned (drafted or amended with the community), form and process of dispute resolution mechanisms</li> <li>Stakeholders to be involved</li> <li>Access to run the mechanism</li> <li>Protection (anonymity of complainant and complainant)</li> <li>Dispute resolution implementation schedule</li> <li>Types of disputes (e.g. within the community/with other communities, with companies, land disputes, farmers' orchard disputes, HCV, FPIC, human rights violations, violence or intimidation, criminal offenses, corruption, bribery)</li> </ul>
<b>Memorandum of understanding (MOU)/ agreement</b>	<ul style="list-style-type: none"> <li>Format</li> <li>Process and content</li> <li>Witness</li> <li>Schedule for preparation and implementation,</li> <li>Cancellation or change options</li> <li>Authentication options</li> </ul>
<b>Scheme for outside fruit suppliers/plasma farmers</b>	<ul style="list-style-type: none"> <li>Type</li> <li>Terms and conditions</li> <li>Rights and responsibilities</li> <li>Consequences of the end of the lease period</li> <li>Location of garden plots</li> <li>Schedule</li> </ul>
<b>Monitoring options</b>	<ul style="list-style-type: none"> <li>Participatory options (e.g., HCV monitoring and management)</li> <li>Benefit</li> <li>Responsibility</li> <li>Schedule</li> <li>Need for training</li> <li>Repair mechanism</li> </ul>
<b>CSR</b>	<ul style="list-style-type: none"> <li>Who receives benefits</li> <li>Based on what conditions</li> <li>Schedule</li> </ul>

### 3.3.6. FPIC Level 6 - Decision Making

A vital stage in FPIC is the process of discussion among the community to make conscious decisions, armed with adequate information and without coercion. The decisions taken must be free from external pressure, intimidation, coercion, manipulation and also internal

pressure from the village officials themselves through deliberation. Important things to consider in decision-making:

1. Hold negotiation meetings repeatedly in accordance with the agenda that has been agreed with the community. Negotiations can be carried out through door-to-door visits, small group meetings (FGDs) and/or village meetings with community representatives (landowners/cultivators and their heirs), sub-district/village officials, hamlets/RW and RT officials to discuss land acquisition plans and garden development.
2. Give the community time to hold their own internal meetings to reach a decision through internal deliberation.
3. The work team held internal meetings to discuss the development of community demands for the development and development plan of palm oil plantations.
4. If the negotiation results in:
  - **The decision to disapprove of the plantation development plan** is necessary to discuss alternatives to land use, community access, and management, especially if the land will be removed from the palm oil plantation business license or in the *enclave*.
  - **The decision results in approval for the plantation development plan**, so the work team needs to prepare a draft agreement (MOU) for the development of palm oil plantations between the work team and the community.
5. Consult the forms of agreement, witnesses in the agreement, including the contents of the draft minutes of the agreement and its attachments with the public.
6. Consult the mechanism for resolving land ownership conflicts, requests for information by stakeholders, and the mechanism for submitting grievances in the development of plantations.

# COVER

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Praise be to God Almighty who has bestowed His grace and guidance, so that the preparation of this FPIC technical guidance toolkit can be completed properly. The preparation of this toolkit is intended as a guideline for the implementation of FPIC that is easy to understand and practice directly by the work team or FPIC implementation team from palm oil plantation companies.

Thus, the preparation of the FPIC technical guidelines toolkit was submitted with the hope that it can be part of the FPIC technical guidelines made to improve the competence of palm oil companies as suppliers or suppliers of CPO to PT SMART Tbk which will later be submitted to workers or employees in each respective company in the implementation of FPIC in the future.

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# ATTACHMENT

## Attachment 1. Brief Biography of FPIC Writing Team

### 1. Prof. Dr. Ir. H PUDJI MULJONO, M.Si



#### Profile

Bachelor (S1) of the Faculty of Agriculture, Bogor Agricultural University, Department of Plant Pests, and Diseases, in 1984, and completed the Master's program (S2) at the University of Indonesia, Department of Library Science in 1994, and

completed the Doctoral program (S3) of the State University of Jakarta in the Department of Educational Technology, in 2000.

Currently (2022), he serves as a Professor/Lecturer at IPB University, also a lecturer at the Department of Science and Communication for Community Development (SKPM) - IPB Bogor.

#### Experience

1. Sustainable Plantation Forest Management Auditor-LEI (2006-2020)
2. Auditor of Sustainable Production Natural Forest Management-LEI (2005-2019)
3. Sustainable Community Forest Management Auditor-LEI (2017-2019)
4. Auditor Forest Management Certification-Forest Stewardship Council (2017-2019)
5. RSPO and ISPO auditors for palm oil (social aspect)
6. BNSP Expert Team Ministry of Education and Culture/Ministry of National Education (2006-2013)
7. Scientific Work Assessment Team – IPB University 2017-present)
8. Credit Score Assessment Team – IPB University (2017-present)
9. Research Reviewer (2017-present)
10. Community Service Reviewer (2017-present)
11. Assessor of Indonesian scientific journals (2021-2023)

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### 2. Dr. ISTIQLALIYAH MUFLIKHATI, M.Si



#### Profile

Bachelor (S1) of the Faculty of Fisheries, Bogor Agricultural University, Department of Fisheries Socioeconomics, in 1987, and

completed the Master's program (S2) at the Bogor Agricultural University, Department of Agricultural Economics in 1995, and completed the Doctoral program (S3) of the Bogor Agricultural University in the Department of Community Nutrition and Family Resources in 2011.

Currently (2022), serving as a lecturer in the Family and Consumer Studies Study Program - IPB Bogor

#### Experience

1. Resource person in the Smart Consumer Training for Consumer Motivators in 2020. Bogor Regency Trade and Industry Office
2. Resource person in the Smart Consumer Training for Consumer Motivators in 2020. Bogor Regency Trade and Industry Office
3. Resource persons in the Capacity Building activity of the Village Assistance Group of Sirna Officialmi, Cisolok, Sukabumi
4. Resource persons in the IPB KKNT activity on Micro Business Financial Management
5. Resource persons at the Beautification Tutor Training Activity (Smart, Appreciative, Negotiating, Tallent, Innovative and Creative) Tangerang Regency
6. Speaker at the IPB Pre-Marriage School 2022, with the title: Financial management, family welfare

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7. Resource persons in the Training for Trainers (TOT) Family Resilience Parenting Pattern 1000 HPK, Bogor Regency Level in 2023
8. Speaker at the prosperous class "Financial Planning" in Optimizing the Role of Women in Sukawening Village in Increasing Family Resilience by Adapting 8 Family Functions"
9. Resource person at the IPB Pre-Marriage School 2023, with the title: Financial planning towards the marriage gate
10. Resource persons at the Quality Family School Program with the material "The Value of Children Investment to Improve the Quality of Children" in Balumbangjaya Village, Loji Village, and Benteng Village.

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### 3. SIGIT PAMUNGKAS, S.P., M.Si



#### Profile

Bachelor (S1) of Agriculture, in 2003 Department of Agricultural Socio-Economics - IPB and completed Master of Science in the Agricultural and Rural Development Communication Study Program, IPB in 2013. In 2009 – now he is active as a *freelance researcher* and active in the activities of several consulting institutions in the fields of environment, social, community

development, and development communication.

#### Key Qualifications

*Cultural Heritage Management; Stakeholder Analysis; Social and Environmental Impact Assessment (SEIA); Environmental Baseline Assessment (EBA); High Conservation Value (HCV); Social Mapping; Free Prior and Informed Consent (FPIC); Corporate Social Responsibility (CSR); Community Satisfaction Index; strategies for stakeholder engagement and participation, management plan, social environmental impact assessment; Stakeholder Engagement Plan, Environment and Social Management System (ESMS), Environment, Health and Safety (EHS), Feasibility study in accordance with the International Finance Corporation (IFC) Performance Standard.*

In 2009 – now many are active in the activities of NGOs at the national level in the field of Environmental Baseline Assessment (EBA), EIA, High Conservation Value, Social Impact Assessment (SIA), Social Mapping, Participatory Mapping, Community Satisfaction Index (IKM), Social Entrepreneurship Study, Free Prior and Informed Consent (FPIC), Feasibility study, International Finance Corporation (IFC) Performance Standards, Assistance in fulfilling the Principles and Criteria of ISPO or RSPO, and the activities of the Family Empowerment Post (POSDAYA). In addition, he is also involved in Corporate Social Responsibility (CSR) activities, Preparation of Data Base Monitoring and Evaluation of online-based CSR Programs, Preparation of High Conservation Value Areas Management Plans (KBKT) and High Conservation Value Areas (KBKT) Monitoring Plans, as well as the preparation of Social Environmental Impact Assessment Management Plan.

#### Education and Training

1. **Master of Science**, Faculty of Ecology and Humanities, Agricultural and Rural Development Communication Study Program, 2013.
2. **Bachelor**, Faculty of Agriculture, Agricultural Extension and Communication Study Program, 2003.
3. HCV ALS - Lead Assessor Online Training, AIKNOW By Remark Asia 2020.
4. *In House Training* HCV - HCS Integrated, Remark Asia 2019.,
5. *In House Training* SEIA - FPIC, Remark Asia 2018.
6. General Occupational Safety and Health (K3) Expert Training, Primasindo 2016
7. In House Training Monev Program CSR, PT SII, 2014
8. *In House Training* HCV & SEIA, PPSHB - IPB, 2010.
9. SS - HUET (Sea Survival and Helicopter), PT Indosafe Pramata, 2011.

#### Trainer/Tutor

1. LPHD software-based *Grievance Mechanism* Training Ketapang Regency, Tropenbos Indonesia, 2023

2. SIA Training for Workers/Employees (online) in collaboration with MK Academy and PT Kayu Lapis Indonesia Group, 2023.
3. Workers/Employee Training in collaboration with Julong Group, 2022 with material on Mapping (Analysis) of Natural Resources Conflicts (SDA), *Soft Skills*, *Negotiation Skills*, Body Language, FPIC, SEIA, Data analysis applications with NVivo, Ucinet and SPSS.
4. Identification and Management Plan and Monitoring of HCV 5 & 6, Focus Consulting Group, 2019.
5. FPIC & SEIA at Wilmar Group, 2018 with material, Natural Resources Conflict Mapping (Analysis), *Soft Skills*, *Body Language*, FPIC, and SEIA.
6. Occupational Safety and Health of PT Nunukan Bara Sukses (PT NBS), North Kalimantan, 2018.
7. Preparation of MS Office-based SEIA Reports, 2017
8. Preparation of Strategic Plan and CSR Program Plan, PT Pupuk Kujang Cikampek, 2016
9. SEIA, HCV 5 & HCV 6, PT SAN, 2015.
10. HCV Social and Cultural Sector (HCV 5 & 6), PT Multi Kusuma Cemerlang, East Kutai Regency, 2015.
11. Training of Lecturers and Staff of Univ Nahdlatul Ulama Sidoarjo, Prov. East Java, 2015 with the material: Being a Pleasant Person, *Being a Leader*, Excellent Service, Code of Ethics for Lecturers and Staff, *Body Language*, Telephone Etiquette, and Extra Motivation 7-AS & Spiritual Work Ethic.
12. Training - Preparation of Standard Operating Procedures (POB) for Higher Education at the Campus of Univ. Muhadi Setiabudi (UMUS) Brebes, Prov. Central Java.

#### **Experience related to HCV assessment - Integrated HCS**

1. Expert, *Scoping Study* of Integrated HCV-HCS Assessment in the Social Sector in the Oil Palm Plantation Area of PT Agro Makmur Abadi (PT AMA), Belitung Regency, Bangka Belitung Islands Province.
2. Expert, Assessment of Integrated HCV-HCS in the Social Sector in the People's Oil Palm Replanting Program (PSR) of Sinarmas Group (PT Tapian Nadenggan, South Labuhanbatu Regency, North Sumatra Province), in 2019.
3. Expert, Assessment of HCV - HCS Integrated in the Social Sector in the Area of the Cooperative Partner of the Cooperative Partner of the Cooperative of Partners of the Partnership of Businesses (MUL) in partnership with PT Steelindo Wahana Perkasa (PT SWP), East Belitung Regency, Bangka Islands Province - Belitung, 2018.
4. Expert, Integrated HCV-HCS Assessment in the Social Sector in the People's Oil Palm Replanting Program (PSR) of the Sinarmas Group (PT Djuanda Sawit Lestari), Musi Rawas Regency, South Sumatra Province. PT Satya Kisma Usaha, Tebo Regency, Jambi Province, and PT Kresna Duta Agrindo, Merangin Regency, Jambi Province), Year 2018.
5. Expert, HCS Integrated HCV Assessment in the Social Sector in the Oil Palm Plantation Area of Sinergi Group (PT Prima Bahagia Permai, Bulungan Regency, North Kalimantan Province), 2018.
6. Expert, HCS Integrated HCV Assessment in the Social Sector in the Oil Palm Plantation Area of PT Pinang Witmas Abadi, Kubu Raya Regency, West Kalimantan Province, 2018.

#### **Experience related to FPIC studies**

1. Team Leader, FPIC at PT Sawit Mitra Abadi, Ketapang Regency, West Kalimantan Province, 2019.
2. Team Leader, FPIC at PT Agro Abadi Cemerlang (PT AAC), Sanggau Regency, West Kalimantan Province, 2019.
3. Expert, FPIC in the Area of PT Kahayan Agro Plantation (PT KAP), Gunung Mas Regency, Central Kalimantan Province, 2019.
4. Expert, FPIC in the Area of PT Palma Agro Lestari Jaya (PT PALJ), Sintang Regency, West Kalimantan Province, 2018.
5. Expert, FPIC in the Sinarmas Group Concession Area (PT Mahkota Rimba Utama & PT Prima Bumi Sentosa), Ketapang Regency, West Kalimantan Province, 2018.
6. Expert, FPIC at First Resources Group (PT Ketapang Hijau Lestari 1, PT Ketapang Hijau Lestari 2, PT Borneo Bhakti Sejahtera, PT Setia Agro Utama), West Kalimantan Province, 2017.
7. Expert, FPIC at PT Umekah Sari Pratama, Ketapang Regency, West Kalimantan Province, 2017.
8. Team Leader, FPIC at PT Sampoerna Agro, Ogan Komering Ilir Regency, South Sumatra Province, 2017.
9. Team Leader, FPIC at PT United Agro Indonesia (PT UAI), Kapuas Regency, Central Kalimantan Province, 2016.

#### **4. TAUFIK ARI FIRDAUS**

**Profile**

Born in Lamongan, June 09, 1997. He studied at the Department of Forest Resources Conservation and Ecotourism, Faculty of Forestry, Bogor Agricultural University where he graduated in 2019. Since 2019, it has been active in Biodiversity, EIA, HCS and HCV survey activities in oil palm plantation areas, limited production forests, industrial plantation forests and mines.. Special expertise in the field of Flora and Fauna Inventory and Social Science Analysis.

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**Attachment 2.** Sample Assignment Letter Format

<b>CORPORATE LETTERHEAD</b>														
<b><u>ASSIGNMENT LETTER</u></b>														
Item: .....														
<p>The undersigned:</p> <p>Name : .....</p> <p>Position : .....</p> <p>Address : .....</p> <p>Assign tasks to:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #d9ead3;"> <th style="width: 10%; padding: 5px;">Yes</th> <th style="width: 40%; padding: 5px;">Name</th> <th style="width: 50%; padding: 5px;">Field</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">1.</td> <td style="padding: 5px;">.....</td> <td style="padding: 5px;">- .....</td> </tr> <tr> <td style="text-align: center; padding: 5px;">2.</td> <td style="padding: 5px;">.....</td> <td style="padding: 5px;">- .....</td> </tr> <tr> <td style="text-align: center; padding: 5px;">3.</td> <td style="padding: 5px;">.....</td> <td style="padding: 5px;">- .....</td> </tr> </tbody> </table> <p style="margin-top: 20px;">To carry out a survey of Free <i>Prior and Informed Consent (FPIC)</i> activities in the concession permit of the palm oil plantation company PT ..... which is located in ..... Regency, ..... Province</p> <p>This activity is carried out starting from ..... <b>S/D</b> ....., <b>20</b>.....</p> <p>Thus, this assignment letter was made to be used as it should.</p>   <p>....., 20....</p> <p>PT.....</p>   <p>.....</p> <p>Position.....</p>			Yes	Name	Field	1.	.....	- .....	2.	.....	- .....	3.	.....	- .....
Yes	Name	Field												
1.	.....	- .....												
2.	.....	- .....												
3.	.....	- .....												

**Attachment 3.** Sample Format *Time Sheet*

<b>CORPORATE LETTERHEAD</b>				
<b>Day Days</b>	<b>Day &amp; Date Date &amp; Date</b>	<b>Time</b>	<b>Activities</b>	<b>Location</b>

**Attachment 4.** Example of FPIC Activity Notification Letter Format

<b>CORPORATE LETTERHEAD</b>	
<p>Yes : .....</p> <p>Subject : Notice of FPIC Activities</p> <p>Attachment : .....</p> <p><b>Dear Sir.</b></p> <p><b>Interested Parties/Authorities</b></p> <p><b>Villages Around Management Unit Areas</b></p> <p><b>PT ..... Palm Oil Plantation</b></p> <p>Respectfully,</p> <p>Together we <b>PT.....</b> who are domiciled in ..... District, ..... Regency, ..... Province, inform you, that we will carry out <i>Free, Prior, and Informed Consent</i> (FPIC) activities or Consent Based on Information in Advance Without Coercion (PADIATAPA), in villages around the concession permit area <b>of PT .....</b> This assessment activity was carried out from ..... <b>to ..... , 20.....</b></p> <p>The assessment activities include:</p> <ul style="list-style-type: none"> <li>▪ Identify stakeholders</li> <li>▪ Establishment of Working Groups</li> <li>▪ Conducting participatory mapping and surveys</li> <li>▪ The Process of Providing Information from the Company</li> <li>▪ The Negotiation Process in Society</li> <li>▪ Decision</li> <li>▪ Identify local initiatives related to environmental adaptation and mitigation including planning/formulating management plans and monitoring of social environmental impacts</li> </ul> <p>Therefore, we ask for your help and cooperation for the smooth running of this FPIC process. This is the notice we conveyed. We thank you for your attention and cooperation.</p> <p>Sincerely,</p>     <p>.....</p> <p>Position.....</p>	<p>....., ....., ..... 20...</p>



**Attachment 5.** Example of FPIC Activity Invitation Letter Format

<b>CORPORATE LETTERHEAD</b>	
<p>Yes : .....</p> <p>Subject : Notice of FPIC Activities</p> <p><b>Dear Sir.</b></p> <p><b>Mr. or Mrs. ....</b></p> <p><b>on-site</b></p> <p>Respectfully,</p> <p>Together we <b>PT.....</b> who are domiciled in ..... District, ..... Regency, ..... Province, invite you to:</p> <p>Day/Date : ..... / ....., 20....</p> <p>Hour : ..... s/d .....</p> <p>Location : .....</p> <p>Event : <i>Free, Prior, and Informed Consent</i> (FPIC) in villages around <b>PT</b> ..... 's concession permit area.</p> <p>Thus, we convey this invitation. We thank you for your attention and cooperation.</p> <p>Sincerely,</p>   <p>.....</p> <p>Position.....</p>	<p style="text-align: right;">....., ....., 20...</p>

**Attachment 6.** Example of Format of Minutes (BA) FGD FPIC activities

<b>CORPORATE LETTERHEAD</b>					
<b>FGD MINUTES</b> <b>FPIC ACTIVITIES</b>					
<p>It is hereby stated that the work team has completed the FGD of <i>Free Prior and Informed Consent</i> (FPIC) activities in the palm oil plantation concession permit area of PT .....,            ..... District, ..... Regency, ..... Province</p> <p>This assessment includes:</p> <ol style="list-style-type: none"> <li>1. Identify stakeholders</li> <li>2. Formation of a <i>working group</i></li> <li>3. Conducting participatory mapping and surveys</li> <li>4. The process of providing information from the company</li> <li>5. The negotiation process in the community</li> <li>6. Decision making or consent from stakeholders related to the plan and development of PT ..... palm oil plantation</li> <li>7. Identify local initiatives related to environmental adaptation and mitigation including planning/formulating management plans and monitoring of social environmental impacts.</li> </ol> <p>Village : .....</p> <p>Implementation Date : .....</p> <p>Location of the activity : .....</p> <p>Thus, the Minutes of the FGD FPIC activities were made to be used as they should.</p> <div style="text-align: center; margin-top: 20px;"> <i>Know</i> </div> <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 33%; text-align: center; vertical-align: top;"> <b>Village head</b>             (.....)         </td> <td style="width: 33%; text-align: center; vertical-align: top;"> <b>Community Representatives/Traditional Leaders Representatives</b>             (.....)         </td> <td style="width: 33%; text-align: center; vertical-align: top;"> <b>Company Work Team</b>             (.....)         </td> </tr> </table>			<b>Village head</b>  (.....)	<b>Community Representatives/Traditional Leaders Representatives</b>  (.....)	<b>Company Work Team</b>  (.....)
<b>Village head</b>  (.....)	<b>Community Representatives/Traditional Leaders Representatives</b>  (.....)	<b>Company Work Team</b>  (.....)			



**Attachment 7.** Example of FGD Attendance List Format for FPIC Activities

<b>CORPORATE LETTERHEAD</b>						
<b>ATTENDANCE LIST OF FGD PARTICIPANTS</b> <b>FPIC ACTIVITIES</b> <b>PT.....</b>						
Day/Date	Hours/Hour	Events/Activities	Location/Venue			

Yes	Name	Gender (L/P) <sup>1</sup>	Position/ Agency	Phone/Mobile Number	Signature	
1.					1.	2.
2.						
3.					3.	4.
4.						
5.					5.	6.
6.						
7.					7.	8.
8.						
9.					9.	10.
10.						
11.					11.	12.
12.						
13.					13.	14.
14.						

Topics of Discussion :
Facilitator :

1 (L) Male, (P) Female

**Attachment 8.** Example of FPIC Activity Minutes Format

<b>CORPORATE LETTERHEAD</b>	
<b>FPIC ACTIVITY MINUTES</b>	
Place	: .....
Day/Date	: ..... 20...
MC	: .....
Moderator	: .....
Sources	: .....
Number of	: .....
Participants	
<b>Agenda</b>	
1. Opening & prayer	: .....
2. Remarks from the Management Unit	: .....
of PT .....	
3. FPIC Material Presentation	
- Explanation of the development plan, development of the company's palm oil plantation	
- Explanation of the positive and negative impacts of the palm oil plantation development plan	
- FPIC concept explained	
- Explanation of the importance of HCV-HCS	
- The importance of community participation in collaborating with companies, management and monitoring of HCV-HCS areas in palm oil plantations	
4. Discussion	: .....
- Panelists/Resource Persons	: .....
5. Cover	: .....
Signing of the Minutes of Consent	
<b>MINUTES</b>	
<b>1. <u>Remarks of the Management Unit</u></b>	
.....	
.....	
.....	
<b>2. <u>Discussion Session</u></b>	
<b>1. Avatar:.....</b>	
.....	
.....	
<b>Response of the FPIC team/ Management unit</b>	
.....	
.....	
<b>2. Avatar:.....</b>	
.....	
.....	
<b>Response of the FPIC team/ Management unit</b>	
.....	
.....	
<b>3. Avatar:.....</b>	
.....	
.....	
<b>Response of the FPIC team/ Management unit</b>	
.....	
.....	

4. Dst

**Attachment 9. Sample Format Report on FPIC socialization and initial consultation activities**

<b>CORPORATE LETTERHEAD</b>
<p style="text-align: center;"><b>REPORT ON FPIC INITIAL SOCIALIZATION AND CONSULTATION ACTIVITIES</b></p> <p>Date:.....</p> <p>Venue : ..... Village, ..... District, ..... Regency</p> <p><b>Background</b></p> <p>Today, we conducted initial socialization and consultation activities regarding Free, Prior, and Informed Consent (FPIC) in ..... Village, ..... Regency This activity is part of the preparation process for the development of palm oil plantation development projects in the ..... region</p> <p>Dst.....</p> <p><b>Participants</b></p> <ol style="list-style-type: none"> <li>1. FPIC Team/FPIC Committee/Management Unit</li> <li>2. Villagers</li> <li>3. Indigenous Peoples Representatives</li> <li>4. Village Government</li> <li>5. Community Leaders</li> <li>6. Dst.....</li> </ol> <p><b>Purpose</b></p> <ol style="list-style-type: none"> <li>1. Provide an understanding of FPIC to the village community.</li> <li>2. Facilitate dialogue between the management of palm oil plantation companies and affected communities.</li> <li>3. Listening to the community's input and concerns regarding the palm oil plantation development plan.</li> <li>4. Dst.....</li> </ol> <p><b>Series of Activities</b></p> <p><b>1. FPIC Socialization (08:00 - 09:30)</b></p> <ul style="list-style-type: none"> <li>- The FPIC team/FPIC Committee started the activity by delivering an explanation of the FPIC concept to the participants.</li> <li>- It was revealed that FPIC is a principle to ensure that communities affected by an palm oil plantation development plan have the right to give free consent before the project starts.</li> <li>- The material is delivered using easy-to-understand language and case examples that are relevant to the local situation.</li> </ul> <p><b>2. Open Discussion (09:30 - 11:00)</b></p> <ul style="list-style-type: none"> <li>- Participants were given the opportunity to ask questions and share their opinions regarding the palm oil plantation development plan.</li> <li>- Indigenous representatives were specifically given space to express their perspectives and concerns.</li> <li>- The discussion went smoothly and was colored by diverse views from the participants.</li> </ul> <p><b>3. Preparation of Consultation Plan (11:00 - 12:00)</b></p> <ul style="list-style-type: none"> <li>- Based on input from the participants, the FPIC team/FPIC Committee together with representatives of indigenous peoples and village governments began to prepare a further consultation plan.</li> <li>- This plan includes a timetable, communication methods, and topics that will be discussed in future consultations.</li> </ul> <p><b>Results and Conclusions</b></p> <p>Socialization and initial consultation activities of FPIC in ..... Village successfully implemented. Participants were able to understand the concept of FPIC and convey various inputs related to palm oil plantation development plans. This process is an important first step in building a good relationship between the company and the affected communities. Furthermore, the consultation plan will be</p>

implemented in accordance with the agreement that has been made, with the aim of achieving a broader and deeper understanding among all parties involved.

**Attachment 10.** Sample Format of Minutes (BA) of Approval

<b>CORPORATE LETTERHEAD</b>	
<p><b>MINUTES OF CONSENT</b></p> <p><b>FPIC ACTIVITIES</b></p>	
<p>On this day, ..... date..... Moon..... Year.....            (...../...../20....), visits and Free Prior and Informed Consent (FPIC) activities have been carried            out to stakeholders in ..... Village as a process of FPIC activities in the            PT..... Concession Area, District....., ..... Regency, ..... Province</p> <p>In this regard, we as the government or village officials and/or customary            administrators/community leaders <b>allow/hesitate/refuse</b><sup>1</sup> to the work team to carry out FPIC            activities in the concession area of PT ..... or around our village.</p> <p>Thus, these minutes were prepared truthfully to be used as they should.</p>	
<p><i>Know</i></p> <p><b>Village head</b></p>        <p>.....            (.....)</p> <p><b>Representatives of Customary Institutions</b></p>        <p>.....            (.....)</p>	<p><b>Community Representatives</b></p>        <p>.....            (.....)</p> <p><b>PT ..... Work Team</b></p>        <p>.....            (.....)</p>
<p><sup>1</sup> Cross out what is unnecessary</p>	

**Attachment 11.** Example of Attendance List Format FPIC Activity Interview

<b>CORPORATE LETTERHEAD</b>							
<b>LIST OF INTERVIEWEES</b> <b>FPIC ACTIVITIES</b> <b>PT.....</b>							
Yes	Day/ Date	Name	Gender (L/P) <sup>1</sup>	Position/ Agency	Phone/Mobile Number	Signature	
1.						1.	2.
2.							
3.						3.	4.
4.							
5.						5.	6.
6.							
7.						7.	8.
8.							
9.						9.	10
10.							
11.						11.	12.
12.							
13.						13.	14
14.							
15.						15	16
16.							

1 (M) Male, (F) Female

**Attachment 12.**

## Example of the Format of the FPIC Activity Visit Visa

CORPORATE LETTERHEAD						
VISIT VIAS						
<i>Prior Informed Consent Without Coercion</i> <i>(Free Prior and Informed Consent-FPIC)</i> <b>PT.....</b>						
Yes	Date	Purpose of Visit	Accepted By (Name)	Position	Signature & Stamp	
					1.	2.
2.						
3.					3.	4.
4.						
5.					5.	6.

6.						
----	--	--	--	--	--	--

<b>CORPORATE LETTERHEAD</b>	
<p><b>MINUTES OF STAKEHOLDER IDENTIFICATION</b></p> <p><b>FPIC ACTIVITIES</b></p>	
<p>On this day, ..... date..... Moon..... Year.....            (...../...../20....), stakeholder identification has been carried out as the first step in the planning process or implementation of an activity/development plan or development of palm oil plantations of PT ....., ..... Regency, ..... Province</p> <p>In the identification of these stakeholders, this includes activities through interviews, surveys, or analysis of documentation from information obtained from village heads/village traditional stakeholders.....</p> <p>This stakeholder information is very important as information about the role of stakeholders, related interests, and the relevance of stakeholders to the development and or development activities plan of palm oil plantations in the future.</p> <p>Thus, these minutes were prepared truthfully to be used as they should.</p>	
<p><i>Know</i></p> <p><b>Village head</b></p>       <p>(.....)</p>	<p><b>Community Representative/ Representatives of Traditional Leaders</b></p>       <p>(.....)</p>

**Attachment 14.** Example of Format of Identification Sheet for Rights Stakeholders and Authority Stakeholders at the Village Level.

CORPORATE LETTERHEAD					
IDENTIFICATION OF STAKEHOLDERS OF FPIC ACTIVITIES					
Yes	Name	Position/Role	Address	Phone/Phone Number	Information
<b>Stakeholder Rights</b>					
1.	.....	Farmer	.....	.....	.....
2.	.....	Palm Oil Plantation	.....	.....	.....
3.	.....	Rubber Farmers	.....	.....	.....
4.	.....	Farmers	.....	.....	.....
5.	.....	Hunter	.....	.....	.....
6.	.....	Honey Finder	.....	.....	.....
7.	.....	Logger	.....	.....	.....
8.	.....	Fish Fisherman	.....	.....	.....
9.	.....	Drug Killer	.....	.....	.....
10.	.....	Vegetable Finder	.....	.....	.....
11.	.....	Landowners in Concessions	.....	.....	.....
12.	.....	Land Tenant in Concession	.....	.....	.....
<b>Authority Stakeholders at the Village Level</b>					
13.	.....	Village head	.....	.....	.....
14.	.....	Customary Chiefs/ Customary Institutions	.....	.....	.....
15.	.....	BPD	.....	.....	.....
16.	.....	Community Leaders	.....	.....	.....
17.	.....	Religious Figures	.....	.....	.....
18.	.....	Female Characters	.....	.....	.....
19.	.....	Farmer Group/Gapoktan	.....	.....	.....
20.	.....	Youth Figures	.....	.....	.....
21.	.....	BUMDes	.....	.....	.....
22.	.....	Plasma Cooperative	.....	.....	.....
<b>Authority Stakeholders at the District/Regency Level</b>					
23.	.....	Muspika Sub-district Head Police Chief Düsseldorf	.....	.....	.....
24.	.....	PMD Service	.....	.....	.....

25.	.....	Service.....	.....	.....	.....
26.	.....	Service.....	.....	.....	.....
27.	.....	Service.....	.....	.....	.....
28.	Dst	.....	.....	.....	.....

**Attachment 15.** Example of Minutes (BA) Format for Appointment of Stakeholder Representatives (*Stakeholder*).

<b>CORPORATE LETTERHEAD</b>	
<p><b>MINUTES OF STAKEHOLDER APPOINTMENT</b></p> <p><b>FPIC ACTIVITIES</b></p>	
<p>On this day, ..... date..... Moon..... Year.....            (...../...../20....), visits and notifications of the Free <i>Prior and Informed Consent</i> (FPIC) process plan            have been made to stakeholders of ..... Village as a process of FPIC            activities in the palm oil concession permit area of PT .....,            Regency, ..... Province In this regard, we as the government or village apparatus            and/or customary administrators/community leaders agree and appoint the following names:</p> <p>1. ....</p> <p>2. ....</p> <p>3. ....</p> <p>4. ....</p> <p>5. ....</p> <p>As a representative of the community to be able to be involved in the process or stages during            FPIC activities carried out in our area.</p> <p>Thus, these minutes were prepared truthfully to be used as they should.</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <p><i>Know</i></p> <p><b>Village head</b></p> <p style="margin-top: 50px;">(.....)</p> </div> <div style="text-align: center;"> <p><b>Community Representative/ Representatives of Traditional Leaders</b></p> <p style="margin-top: 50px;">(.....)</p> </div> </div>	



**Attachment 16.** Example of Minutes (BA) Format for Working Group Formation

<b>CORPORATE LETTERHEAD</b>	
<b>MINUTES OF THE FORMATION OF THE WORKING GROUP</b>	
<p>On this day, ..... date..... Moon..... Year.....            (...../...../20....), we are the undersigned:</p> <p>1. Name : [Name of person in charge of formation of the working group]            Position : .....</p> <p>2. Name : [Name of working group member 1]            Position : .....</p> <p>3. Name : [Name of working group 2 member]            Position : .....</p> <p>A meeting has been held with the aim of forming a working group with the following details:</p> <p>1. Working Group Name : .....</p> <p>2. Purpose of Formation : .....            .....            .....            .....</p> <p>3. Working Group Members : a. Member name 1            b. Name of member 2            c. Member name 3            d. Dst....</p> <p>4. Duties and responsibilities : a. Duties and responsibilities of members of working group 1            b. Duties and responsibilities of members of working group 2            c. Duties and responsibilities of members of working group 3            d. Dst....</p> <p>5. Work agenda : .....            .....            .....</p> <p>Thus, these minutes were prepared truthfully to be used as they should.</p> <p style="text-align: center;"><i>Know</i></p>	

Village head	Person in Charge Formation of Working Groups
(.....)	(.....)

**Attachment 17.** Example of a decree on the formation of a working group known to the local village government

<b>VILLAGE LETTERHEAD</b>	
<p><b>DECISION LETTER</b></p> <p><b>Number: ...../...../...../20...</b></p> <p><b>ABOUT THE FORMATION OF THE WORKING GROUP</b></p>	
<p>The Undersigned:</p> <p>Name : .....</p> <p>Position : Village head</p> <p>Village : .....</p> <p>District : .....</p> <p>Regency/City : .....</p> <p>It hereby establishes:</p> <p><b>Establishment of a Working Group</b> [Group Name] aimed at [the purpose of group formation, e.g.: participatory mapping of important areas of HCVS, mapping of land tenure and use within palm oil plantation concessions, etc.]</p> <p><b>Working Group Leader</b> : .....</p> <p><b>Secretary of the Working Group</b> : .....</p> <p><b>Treasurer of the Working Group</b> : .....</p> <p><b>Working Group Members:</b></p> <p>1. ....</p> <p>2. ....</p> <p>3. ....</p> <p>Dst</p> <p>With the service period of this working group for ..... [e.g. 1 year] and will be renewed if needed.</p> <p><b>Duties and Responsibilities.</b> This working group is responsible for [describe the tasks and responsibilities of the working group, e.g.: implementation of activities, implementation of participatory mapping, reporting to the village government, etc.].</p> <p>Thus, this decision was made to be implemented as well as possible. This decree is valid from the date it is determined.</p> <p>Set in : .....</p> <p>On the date : .....</p> <p><b>Village head</b></p>	

[.....]

**Attachment 18.** Example of a Working Group Formation Meeting Minutes Format

<b>CORPORATE LETTERHEAD</b>	
<b>MINUTES OF THE MEETING OF THE FORMATION OF THE WORKING GROUP</b>	
Date	: ..... 20...
Time	: ..... S/D ..... Pm
Place	: .....
<b>Participants</b>	: <ol style="list-style-type: none"> <li>1. [Participant Name 1]</li> <li>2. [Participant Name 2]</li> <li>3. [Participant Name 3]</li> <li>4. [Participant Name 4]</li> </ol>
<b>Agenda</b>	: <ol style="list-style-type: none"> <li>1. Formation of a working group</li> <li>2. Setting goals and scope of work</li> <li>3. Assignment of duties and responsibilities</li> </ol>
<b>Meeting Notes</b>	: <ol style="list-style-type: none"> <li>1. The meeting began on time with remarks from [Participant Name 1], which underlined the importance of forming a working group to achieve a specific goal.</li> <li>2. After a brief discussion, it was agreed to form a working group with the members present. The working group consists of:               <ul style="list-style-type: none"> <li>▪ [Participant Name 2]</li> <li>▪ [Participant Name 3]</li> <li>▪ [Participant Name 4]</li> </ul> </li> <li>3. The purpose of the working group is [state the goal briefly]. The scope of work will include [specify the scope of work to be done].</li> <li>4. The duties and responsibilities of each member of the working group have been established as follows:               <ul style="list-style-type: none"> <li>▪ [Participant Name 2]: [Duties and Responsibilities]</li> <li>▪ [Participant Name 3]: [Duties and Responsibilities]</li> <li>▪ [Participant Name 4]: [Duties and Responsibilities]</li> </ul> </li> <li>5. Furthermore, it was agreed to schedule regular meetings every [mention schedule] to monitor progress and evaluate assigned tasks.</li> <li>6. The meeting closed with a mutual agreement to fully commit to carrying out their respective duties and achieving the goals of the working group</li> </ol>
<b>Follow-up</b>	: <ol style="list-style-type: none"> <li>1. [Participant Name 2] will share the draft tasks and responsibilities with all members of the working group.</li> <li>2. [Participant Name 3] will arrange the schedule for the next regular meeting and send out invitations to all members.</li> <li>3. [Participant Name 4] will prepare a brief report on the progress of the work to be discussed at the next meeting</li> </ol>
<i>Know</i>	

Village head	Person in Charge Formation of Working Groups
(.....)	(.....)

**Attachment 19.** Sample Invitation Letter Format Mapping and Participatory Survey Activity Plan

<b>CORPORATE LETTERHEAD</b>	
<p>Yes : .....</p> <p>Subject : Invitation to Participatory Mapping and Survey Activities</p> <p><b>Dear Sir.</b>  <b>Mr. or Mrs. ....</b>  <b>on-site</b></p> <p>Respectfully,</p> <p>We invite you or representatives from [name of organization] to attend the participatory mapping and survey activities that will be held on:</p> <p>Day/Date : ..... / ....., 20....</p> <p>Hour : ..... s/d .....</p> <p>Location : .....</p> <p>This activity aims to collect data and input from various related parties related to <b>Participatory Mapping and Survey Activities</b>. Your participation is invaluable in our efforts to gain a better and in-depth understanding <b>of the Participatory Mapping and Survey</b> .</p> <p>The agenda of activities includes an introduction to the development plan and/or development of palm oil plantations, an explanation of the methods to be used in mapping and surveys, as well as a question-and-answer session to ensure that all parties understand the objectives and processes of these activities well.</p> <p>We hope that you or representatives from [name of organization] can attend this activity. Please confirm your attendance via email [email address] or phone/WA to [phone number] before [confirmation deadline date].</p> <p>Thank you for your attention and cooperation. We look forward to meeting you in this activity</p> <p>Sincerely,</p>   <p>.....</p> <p>Position.....</p>	<p style="text-align: right;">....., ....., 20...</p>

**Attachment 20.** Example of Participatory Mapping and Survey Activity Minutes Format

<b>CORPORATE LETTERHEAD</b>	
<b>MINUTES OF PARTICIPATORY MAPPING AND SURVEY ACTIVITIES</b>	
<p>On this day,....., Date..... The month ....., the year two thousand and twenty..... (....../....../20....) signed below:</p>	
1. Name	: .....
Position/Agency	: .....
2. Name	: .....
Position/Agency	: .....
<p>Has carried out Participatory Mapping and Survey activities with the following details:</p>	
Activity Objectives	: 1. Mapping important areas related to ecosystem services or environmental services 2. Mapping concession areas that have important value for meeting the basic needs of the village community 3. Mapping concession areas that have important value related to history or customary rights, burial areas, traditional ceremonial places and so on as cultural symbols of the local community 4. Mapping the ownership and use of land by the community
Day	: .....
Date	: .....
Venue/Location	: .....
<p>These Participatory Mapping and Survey activities include:</p>	
1. Opening by the team leader. 2. An explanation of the method to be used. 3. Mapping and field surveys. 4. Discussion and Q&A with participants. 5. Conclusion and conclusion.	
<p>Thus, these minutes were prepared truthfully to be used as they should.</p>	
<p><i>Know</i></p>	

Village head	Community Representatives/Traditional Leaders Representatives	Company Work Team
(.....)	(.....)	(.....)

**Attachment 21.** Example of PM Short Report Format and or participatory survey

<b>CORPORATE LETTERHEAD</b>
<b>PM BRIEF REPORT AND/OR PARTICIPATORY SURVEY</b>
<p style="text-align: center;"><b>I. Introduction</b></p> <p>Participatory mapping and participatory surveys are important tools in data collection and understanding of local communities related to their various issues and needs. In this report, we will present the results of our mapping and survey activities in PT .....s palm oil plantation area</p> <p style="text-align: center;"><b>II. Method</b></p> <ol style="list-style-type: none"> <li><b>Preparation:</b> Our team prepares by drafting and planning a mapping process that involves the participation of local communities.</li> <li><b>Implementation:</b> We organized participatory mapping sessions where local communities were actively involved in tagging important locations, resources, and relevant issues.</li> <li><b>Survey:</b> We surveyed a number of respondents in the region to get a broader view.</li> </ol> <p style="text-align: center;"><b>III. Result</b></p> <ol style="list-style-type: none"> <li>Through participatory mapping, we have successfully identified locations that are important to local communities, such as places of worship, health facilities, and centers of economic activity, locations to meet basic needs obtained from forest resources, water resources and land resources, and sacred/historical areas that are considered important by customs.</li> <li>Participatory surveys help us understand the issues that matter most to our communities, including access to clean water, education, and employment.</li> <li>This participatory process successfully engages the community actively, increasing the sense of ownership and responsibility for development in their region.</li> <li>Sketch of the map of the PM</li> </ol> <p style="text-align: center;"><b>IV. Recommendations</b></p> <ol style="list-style-type: none"> <li>Based on the results of the mapping and survey, we recommend the palm oil plantation company PT ..... to prioritize the development of infrastructure that supports clean water access and education and safeguards critical areas (HCV 4, HCV 5 &amp; HCV 6).</li> <li>It is important to continue to involve the community in the decision-making process and implementation of palm oil plantation development projects in the region.</li> <li>The data collected must be used effectively in planning and decision-making to ensure that the real needs of the community are met.</li> </ol> <p style="text-align: center;"><b>V. Conclusion</b></p> <p>Participatory mapping and participatory surveys are effective tools in gaining in-depth insights into the needs and desires of local communities. By actively involving them in this process, we can ensure that the development is more sustainable and in line with the actual needs.</p>



<b>CORPORATE LETTERHEAD</b>	
	<div style="text-align: right;"> <div>....., ....., 20...</div> </div>
<div> <div>Yes : .....</div> <div> Subject : Invitation to Participatory Mapping Results Information Plan  and Participatory Surveys and Palm Oil Plantation Development Plans </div> </div>	
<div> <div>Dear Sir.</div> <div>Mr. or Mrs. ....</div> <div>on-site</div> </div>	
<div>Respectfully,</div> <div> We intend to invite you to attend the event to provide information on the results of participatory mapping and participatory surveys as well as provide information on palm oil plantation development plans in the future. The event will take place on: </div> <div> <div>Day/Date : ..... / ....., 20...</div> <div>Hour : ..... s/d .....</div> <div>Location : .....</div> </div> <div> The purpose of this event is to provide information to the surrounding community regarding the results of the Participatory Mapping and Participatory Survey that has been conducted. In addition, we will also present plans to build palm oil plantations in this region in the future. We invite you to participate in this event to provide input, questions, and discussions related to this plan. </div> <div> We sincerely hope that you will be present at this event to jointly participate in this process and ensure that the decisions taken reflect the common interests and needs. </div> <div> Please confirm your attendance via the contact information listed below before [Confirmation Date]. </div> <div>Sincerely,</div> <div> <div>.....</div> <div>Position.....</div> </div>	

**Attachment 23.** Example of Format of Meeting Minutes Providing Information on Mapping Results and Information on Palm Oil Plantation Company Plans

<b>CORPORATE LETTERHEAD</b>	
<p style="text-align: center;"><b>MINUTES OF THE MEETING TO PROVIDE INFORMATION ON THE RESULTS OF MAPPING AND INFORMATION ON PALM OIL PLANTATION COMPANIES' PLANS</b></p> <p>On this day,....., Date..... The month ....., the year two thousand and twenty..... (...../...../20....) signed below:</p> <p>1. Name : .....            Position/Agency : .....</p> <p>2. Name : .....            Position/Agency : .....</p> <p>A meeting has been held with the aim of providing information on the results of mapping and plans of palm oil plantation companies. This meeting was held as a step to clarify the direction and objectives of the company and provide a better understanding to all related parties.</p> <p>The agenda of the meeting is as follows:</p> <ol style="list-style-type: none"> <li>1. Submission of the results of mapping palm oil plantation companies.</li> <li>2. Explanation of the company's future plans.</li> <li>3. Discussion and Q&amp;A.</li> </ol> <p>This meeting began with the submission of the results of the mapping of palm oil plantation companies that had been carried out by the appointed team. The results of the mapping include:</p> <ul style="list-style-type: none"> <li>▪ The area of land owned by the company.</li> <li>▪ Distribution of palm oil plantations within the land.</li> <li>▪ Potential palm oil production based on soil and climate analysis.</li> <li>▪ Identified risk factors</li> </ul> <p>Next, we explain the company's future plans which include development strategies, innovations, and other efforts to improve the company's productivity and sustainability.</p> <p>The discussion continued with questions and responses from the meeting participants. Some of the inputs and suggestions submitted will be considered in the preparation of the follow-up plan.</p> <p>Thus, the minutes of this meeting were made as evidence of the existence of this meeting. We declare that the information presented in this meeting is a valid and official result.</p> <p style="text-align: center; margin-top: 20px;"><i>Know</i></p>	

Village head	Community Representatives/Traditional Leaders Representatives	Company Work Team
(.....)	(.....)	(.....)

**Attachment 24.** Example of Meeting Minutes Format Providing Information on Mapping Results and Palm Oil Plantation Company Plan Information

<b>CORPORATE LETTERHEAD</b>	
<p style="text-align: center;"><b>MINUTES OF THE MEETING TO PROVIDE INFORMATION ON THE RESULTS OF THE MAPPING AND INFORMATION ON THE PALM OIL PLANTATION COMPANY'S PLAN</b></p>	
Date	: ..... 20...
Time	: ..... S/D ..... Pm
Place	: .....
<b>Participants</b>	: 1. .... 2. .... 3. .... 4. ....
<b>Agenda</b>	: 1. Presentation of Palm Oil Plantation Mapping Results 2. Discussion on Findings and Implications 3. Submission of Company Plan
<b>Meeting Notes</b>	: 1. <b>Presentation of Palm Oil Plantation Mapping Results</b> <ul style="list-style-type: none"> <li>▪ A presentation was made by .....] on the results of palm oil plantation mapping. The presenter explained the methods used, the main findings, and the recommendations resulting from the mapping.</li> <li>▪ Key findings include crop conditions, productivity potential, environmental challenges, and other factors affecting plantation performance.</li> <li>▪ Open discussions are allowed after the presentation to provide additional input and clarification</li> </ul>
	2. <b>Discussion on Findings and Implications</b> <ul style="list-style-type: none"> <li>▪ Participants engaged in an in-depth discussion about the findings presented. This includes an evaluation of the company's strengths and weaknesses, as well as their impact on the company's operations.</li> <li>▪ Debate around remedial strategies and solutions to address identified challenges</li> </ul>
	3. <b>Submission of Company Plan</b> <ul style="list-style-type: none"> <li>▪ [Name of Company Leader] conveys the company's future plans, including concrete steps to be taken based on the mapping results.</li> <li>▪ An explanation was given on how the plan would accommodate the findings of the mapping and improve the company's overall performance.</li> <li>▪ Discussions were held about plan implementation, resource allocation, and individual responsibilities.</li> </ul>
<b>Follow-up</b>	: 1. Determination of specific actions based on the findings and plans that have been submitted. 2. Assign responsibility to individuals or teams to carry out the steps that have been decided. 3. Scheduling follow-up meetings to monitor progress and evaluate implementation outcomes
<i>Know</i>	

Village head	Person in Charge
(.....)	(.....)

**Attachment 25.** Example of Negotiation Minutes Format

<b>CORPORATE LETTERHEAD</b>	
<b>MINUTES OF NEGOTIATIONS MINUTES</b>	
<p>On this day,....., Date..... The month ....., the year two thousand and twenty..... (.././20....) signed below:</p> <p>1. Name : .....            Position/Agency : .....</p> <p>2. Name : .....            Position/Agency : .....</p> <p>In our capacity as a representative of PT..... and the local community represented by ....., we held negotiations regarding the plan to build palm oil plantations in the ..... Village area</p> <p>Negotiations began at ..... WIB and took place with full cooperation and agreement between the two parties. Here is a summary of the results of the negotiations:</p> <p><b>Points of the Covenant:</b></p> <p>2. <b>Understanding of the Development Plan:</b></p> <ul style="list-style-type: none"> <li>▪ PT ..... has explained in detail the plan for the development of palm oil plantations in the Village area.....</li> <li>▪ The local community accepts and understands the development plan.</li> </ul> <p>3. <b>Compensation and Benefits to the Community:</b></p> <ul style="list-style-type: none"> <li>▪ PT ..... will compensate the local community in accordance with the agreement that has been agreed.</li> <li>▪ Economic and social benefits for the local community will be prioritized through community development programs.</li> </ul> <p>4. <b>Environmental and Natural Resources Management:</b></p> <ul style="list-style-type: none"> <li>▪ PT ..... will carry out palm oil plantation operations with regard to the principles of sustainability and environmental preservation.</li> <li>▪ Environmental monitoring programs will be implemented to ensure minimal environmental impact.</li> </ul> <p>5. <b>Community Involvement in Management:</b></p> <ul style="list-style-type: none"> <li>▪ PT ..... will involve the local community in the management of palm oil plantations in a transparent and sustainable manner.</li> <li>▪ Consultation and participation forums will be established to facilitate communication between the company and the local community.</li> </ul> <p><b>Final Deal:</b></p> <p>With full awareness and mutual agreement, we agreed to the outcome of the negotiations as mentioned above. The palm oil plantation development plan will be implemented by paying attention to and respecting the interests and aspirations of the local community.</p> <p>Thus, these minutes are prepared truthfully and become the basis of an agreement between the two parties.</p> <p style="text-align: center; margin-top: 20px;"><i>Know</i></p>	

Village head	Community Representatives/Traditional Leaders Representatives	Company Work Team
(.....)	(.....)	(.....)

**Attachment 26.** Example of Format of Minutes of Agreement or Consent Negotiation Results

<b>CORPORATE LETTERHEAD</b>	
<b>MINUTES OF AGREEMENT OR CONSENT RESULTS OF NEGOTIATIONS</b>	
<p>On this day,....., Date..... The month ....., the year two thousand and twenty..... (....../....../20....) signed below:</p>	
<p><b>First Party</b></p> <p>1. Name : .....</p> <p>Position/Agency : .....</p> <p>2. Name : .....</p> <p>Position/Agency : .....</p>	
<p><b>Second Party</b></p> <p>1. Name : .....</p> <p>Position/Agency : .....</p> <p>2. Name : .....</p> <p>Position/Agency : .....</p>	
<p>In the context of the development of palm oil plantations aimed at increasing the productivity and welfare of the surrounding community, the two sides have been negotiating for some time and have reached the following agreements:</p>	
<p><b>1. Construction Location</b></p> <p>The location of the palm oil plantation construction will be in ..... Village, with a total area of ..... Hectares.</p>	
<p><b>2. Development Plan</b></p> <p>a. Planting of palm oil seedlings will begin in ..... year..... and is expected to be completed within ..... moon.</p> <p>b. The provision of supporting infrastructure such as access roads, irrigation, and others will be carried out before seedling planting begins.</p> <p>c. Environmental management and the use of natural resources will pay attention to the principles of sustainability.</p>	
<p><b>3. First Party Obligations</b></p> <p>a. Providing funds for the purchase of palm oil seedlings, infrastructure procurement, and other operational costs.</p> <p>b. Ensure environmental protection and biodiversity maintenance during the development and management process</p>	
<p><b>4. Second Party Obligations</b></p> <p>a. Provide agreed land for the development of palm oil plantations.</p> <p>b. Facilitate access and permits required for development activities</p>	
<p><b>5. Additional Terms</b></p> <p>a. Any changes or modifications to the development plan will be agreed in writing by both parties.</p> <p>b. Monitoring and evaluation will be carried out periodically to ensure the achievement of development goals.</p>	
<p>Thus, the minutes of this agreement were made and signed by both parties in a conscious state of health without any coercion from any party.</p> <p style="text-align: right;"><i>Know</i></p>	

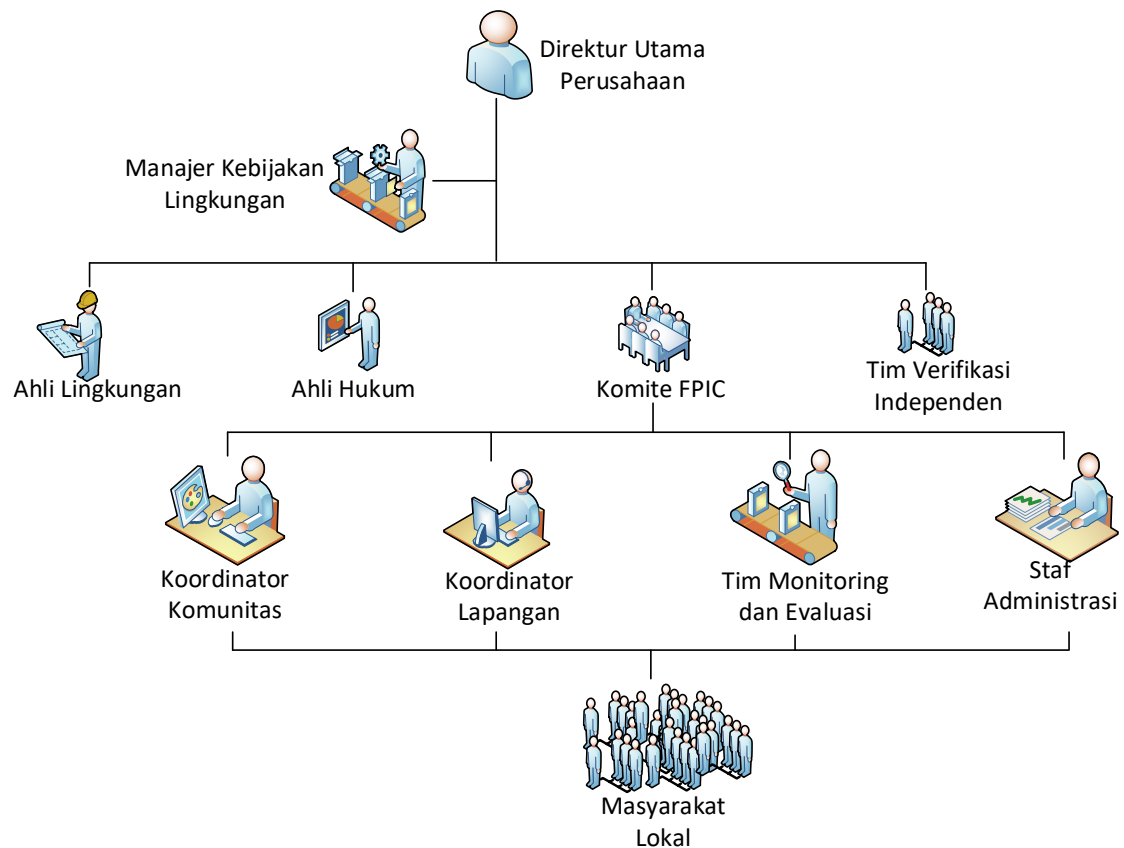
<b>Village head</b>	<b>Community Representatives/Traditional Leaders Representatives</b>	<b>Company Work Team</b>
(.....)	(.....)	(.....)

**Attachment 27.** Example of Minutes Format During the Negotiation Process on Palm Oil Plantation Development Plan

<b>CORPORATE LETTERHEAD</b>	
<b>MINUTES DURING THE NEGOTIATION PROCESS ON THE PALM OIL PLANTATION DEVELOPMENT PLAN</b>	
Date	: ..... 20...
Time	: ..... S/D ..... Pm
Place	: .....
<b>Participants</b>	: 1. .... 2. .... 3. .... 4. ....
<b>Agenda</b>	: 1. Discussion of the Palm Oil Plantation Development Plan. 2. Policy Setting and Governance of Palm Oil Plantations
<b>Key Points</b>	: 1. <b>Development Plan Discussion</b> <ul style="list-style-type: none"> <li>▪ Discussion about the location to be built.</li> <li>▪ Determination of the area to be planted with palm oil.</li> <li>▪ Technical details regarding the cultivation method to be applied</li> <li>▪ Environmental impact assessment and mitigation efforts that need to be carried out</li> <li>▪ Plans for supporting infrastructure such as irrigation, access roads, etc.</li> </ul> 2. <b>Policy Setting and Governance</b> <ul style="list-style-type: none"> <li>▪ Discussion of regulations that apply in plantation development.</li> <li>▪ The establishment of a supervisory committee to ensure environmental and social sustainability.</li> <li>▪ Determination of waste management procedures and responsible use of pesticides.</li> <li>▪ Agreements related to the rights of local communities and partnership programs.</li> </ul>
<b>Decision</b>	: 1. <b>Location and Area</b> <ul style="list-style-type: none"> <li>a. The location of the development will be determined in .....</li> <li>b. The area where palm oil will be planted is ..... Hectares</li> </ul> 2. <b>Cultivation Methods</b> Organic cultivation methods will be applied to minimize environmental impact.           3. <b>Environmental Impact</b> <ul style="list-style-type: none"> <li>a. A thorough environmental impact study will be carried out before starting construction.</li> <li>b. Mitigation efforts will be focused on preserving biodiversity.</li> </ul> 4. <b>Policy and Governance</b> <ul style="list-style-type: none"> <li>a. A supervisory committee will be formed consisting of representatives of companies and the local community.</li> <li>b. Applicable regulations will be fully complied with, with an emphasis on sustainability</li> </ul>
<b>Follow-up</b>	: 1. Prepare a report on the results of the negotiations for dissemination to all relevant parties. 2. Conduct follow-up meetings to strengthen the agreed plans and policies.
<i>Know</i>	

Village head	Person in Charge
(.....)	(.....)

**Attachment 28.** Example of Organizational Chart and Task Force of the FPIC Working Group/Committee



**1. President Director of the Company**

- Responsible for the company's strategic policies and decisions.

**2. Environmental Policy Manager**

- Responsible for the development of the company's environmental policies and programs.
- Ensure the implementation of FPIC activities in accordance with company standards and applicable regulations.

**3. Community Coordinator**

- Lead the communications and public relations team.
- Responsible for coordinating with the community related to FPIC activities.

**4. Environmentalist**

- Provide an environmental assessment of the impact of the company's activities on the local community.
- Contribute to the FPIC process by providing relevant environmental information.

**5. Legal Expert**

- Provide legal advice related to FPIC and community rights.
- Ensure that the FPIC process runs in accordance with applicable legal regulations.

**6. Independent Verification Team**

- Conducting independent verification of the FPIC process that has been implemented.
- Provide recommendations related to compliance with FPIC principles.

**7. FPIC Committee**

- It consists of representatives of companies, local communities, and other related parties.
- Responsible for decision-making related to the approval of the company's activities based on the FPIC process.

**8. Field Coordinator**

- Organize meetings and consultations with local communities.
- Ensure information provided to the public about the company's activities and FPIC processes.

**9. Monitoring and Evaluation Team**

- Monitoring the implementation of FPIC decisions.
- Evaluate the social and environmental impact of the company's activities.

**10. Administrative Staff**

- Supporting the smooth administration of the FPIC process, including documentation and reporting.

**11. Local Communities**

- Responsible for participation in the FPIC process.
- Acting as a recipient of information and decision-makers related to the company's activities in their area.


## Attachment 29. Example of Procedure in Brief for the Implementation of FPIC Activities

### PERSONAL/INDIVIDUAL ACTIVITIES

1. Fill out *daily time sheet* every day
2. Tracking using Avenza pdf map
3. Marking Village Office/FGD Location
4. Photo/Documentation (FGD, Village Socio-Economic Conditions) --> See the technical implementation of FPIC

### PROCEDURES FOR THE IMPLEMENTATION OF FPIC ACTIVITIES

PROCEDURE	COMPLETENESS	EXPLANATION		
<div>MEETING TEAM</div> <div></div>	<ul style="list-style-type: none"><li>▪ Power Point Team Meeting</li><li>▪ Team Meeting Minutes</li><li>▪ Team Meeting Attendance List</li><li>▪ Company Seal</li><li>▪ Camera/HP</li><li>▪ Recorder/HP</li></ul>	<ul style="list-style-type: none"><li>▪ Discuss FPIC activity plan</li><li>▪ At ttd Corporate Leadership &amp; Stamped</li><li>▪ Distribute the Team Meeting Attendance List</li><li>▪ Ttd &amp; Company Stamp</li><li>▪ Photos/documentation of Team Meeting activities</li><li>▪ Record the process of Team Meeting discussions</li></ul>		
<div>FGD (FPIC)</div> <div></div>	<ul style="list-style-type: none"><li>▪ Visit Visa</li><li>▪ FGD Minutes</li><li>▪ Minutes of Approval</li><li>▪ FGD Attendance List</li><li>▪ Company Seal</li><li>▪ Plano Paper</li><li>▪ Map</li><li>▪ Recorder/HP Tools</li><li>▪ Camera/HP</li><li>▪ HVS Paper</li><li>▪ Street Boards</li><li>▪ Books/Balpoint</li><li>▪ Paper Insulation</li><li>▪ Marker</li></ul>	<ul style="list-style-type: none"><li>▪ Contents of each visum in each village (ttd &amp; stamp)</li><li>▪ Complete content (TTD &amp; stamp)</li><li>▪ Complete content (TTD &amp; stamp)</li><li>▪ Distribute the FGD attendance list</li><li>▪ Ttd &amp; Company Stamp</li><li>▪ Put up a plan paper to help the FGD/discussion</li><li>▪ Put a map on the wall/board</li><li>▪ Turn on the recorder every time the FGD/discussion starts</li><li>▪ Photos of each FGD activity, PM process, Village Profile/RPJMDes</li><li>▪ Assisting in the creation of village map sketches</li><li>▪ As a basis for the Attendance List</li><li>▪ Write down the process of running the FGD, record each person (name &amp; position in the village) who expresses opinions/arguments</li></ul> <p><b>(See the technical implementation of FPIC)</b></p>		
<div>OBSERVATION (FPIC)</div> <div></div>	<ul style="list-style-type: none"><li>▪ Camera/HP</li><li>▪ Avenza Maps</li></ul>	<p>Photos of the socio-economic conditions of the villagers and the activities of the residents as well as the marking of the locations which include:</p> <table><tr><td><ul style="list-style-type: none"><li>▪ Agriculture</li><li>▪ Farm</li><li>▪ Fishing</li><li>▪ Sapras Ekonomi</li><li>▪ Sapras Health</li><li>▪ Religious Sapphire</li></ul></td><td><ul style="list-style-type: none"><li>▪ Sapras Education</li><li>▪ Sapras Institution</li><li>▪ Infrastructure</li><li>▪ Home Industry</li><li>▪ Program CSR</li></ul></td></tr></table> <p><b>(See the technical implementation of FPIC)</b></p>	<ul style="list-style-type: none"><li>▪ Agriculture</li><li>▪ Farm</li><li>▪ Fishing</li><li>▪ Sapras Ekonomi</li><li>▪ Sapras Health</li><li>▪ Religious Sapphire</li></ul>	<ul style="list-style-type: none"><li>▪ Sapras Education</li><li>▪ Sapras Institution</li><li>▪ Infrastructure</li><li>▪ Home Industry</li><li>▪ Program CSR</li></ul>
<ul style="list-style-type: none"><li>▪ Agriculture</li><li>▪ Farm</li><li>▪ Fishing</li><li>▪ Sapras Ekonomi</li><li>▪ Sapras Health</li><li>▪ Religious Sapphire</li></ul>	<ul style="list-style-type: none"><li>▪ Sapras Education</li><li>▪ Sapras Institution</li><li>▪ Infrastructure</li><li>▪ Home Industry</li><li>▪ Program CSR</li></ul>			

PROCEDURE	COMPLETENESS	EXPLANATION
<div>INTERIM ANALYSIS (FPIC)</div> 	<ul style="list-style-type: none"> <li>▪ Avenza Maps</li> <li>▪ Laptop</li> <li>▪ FGD/Discussion Summary Results Table</li> <li>▪ Nvivo Software, SPSS</li> </ul>	<ul style="list-style-type: none"> <li>▪ Export marking/tracking results to KML --&gt; GIS</li> <li>▪ Move photos/documentation to laptops and create folders per village and per sosek/residents' conditions according to the observation results.</li> <li>▪ Data Input from the FGD/Discussion process record (name, title, concern/recommendation) → Analysis with Nvivo and or SPSS</li> </ul>
<div>CLOSING TEAM</div>	<ul style="list-style-type: none"> <li>▪ Power Point Closing Meeting</li> <li>▪ Closing Meeting Minutes</li> <li>▪ Closing Meeting Attendance List</li> <li>▪ Company Seal</li> <li>▪ Camera/HP</li> <li>▪ Recorder/HP</li> </ul>	<ul style="list-style-type: none"> <li>→ ▪ Discuss FPIC activity plan</li> <li>▪ At ttd Corporate Leadership &amp; Stamped</li> <li>→ ▪ Circulate the Attendance List for the Team Closing Meeting</li> <li>▪ Ttd &amp; Company Stamp</li> <li>→ ▪ Photos/documentation of Team Closing Meeting activities</li> <li>→ ▪ Record the process of the Team Closing Meeting discussion</li> </ul>